



Private Provider Face to Face Case Recordings Web Application

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Private Provider Face to Face Case Recordings Web Application

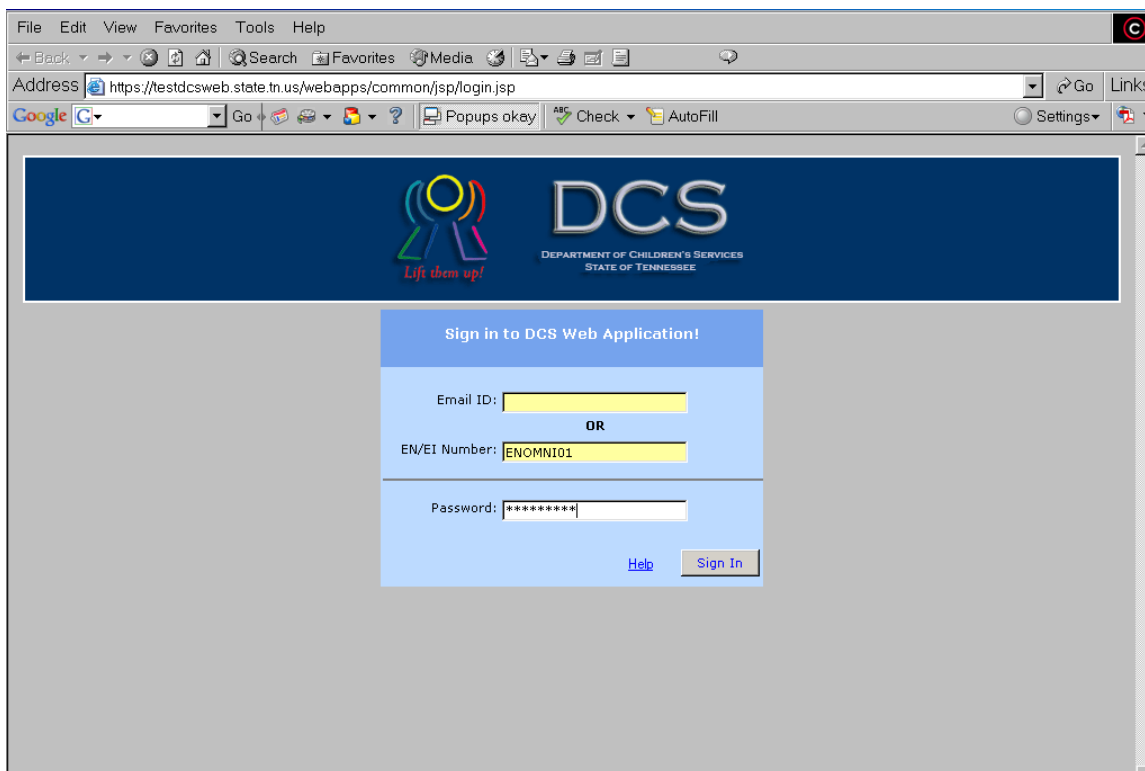
Overview

The purpose of the private provider case recording web application is to provide an effective and reliable method for users to document private provider face-to-face case recordings in TNKids. Private providers are non-DCS employees, thus do not have direct access to the TNKids application to document their case recordings.

On July 19, 2006 OIS presented several options for delivery of a quick solution to the project stakeholders. Stakeholders unanimously agreed that a web portal was the most feasible method for the private providers to document their own case recordings for DCS custodial clients. A major benefit to be gained from this web application is the elimination of the need for Family Service Workers to obtain private provider face-to-face meeting minutes and document them as private provider case notes.

To better protect client's personal information recorded in TNKids, private providers will only be able to view & access basic information on clients and the client's case recordings, that the provider has an active association and client's placement de-authorization date is less than or equal to sixty (60) days from the face to face occurred date. In other words, if a private provider does not provide any services to a particular TNKids custodial client or had a service association from the client's placement de-authorization greater than sixty (60) days from the face to face occurred date, then the private provider will not be able to access that client's information in the Private Provider F2F Web Application to document a case note.

Private Provider - Face to Face With Client

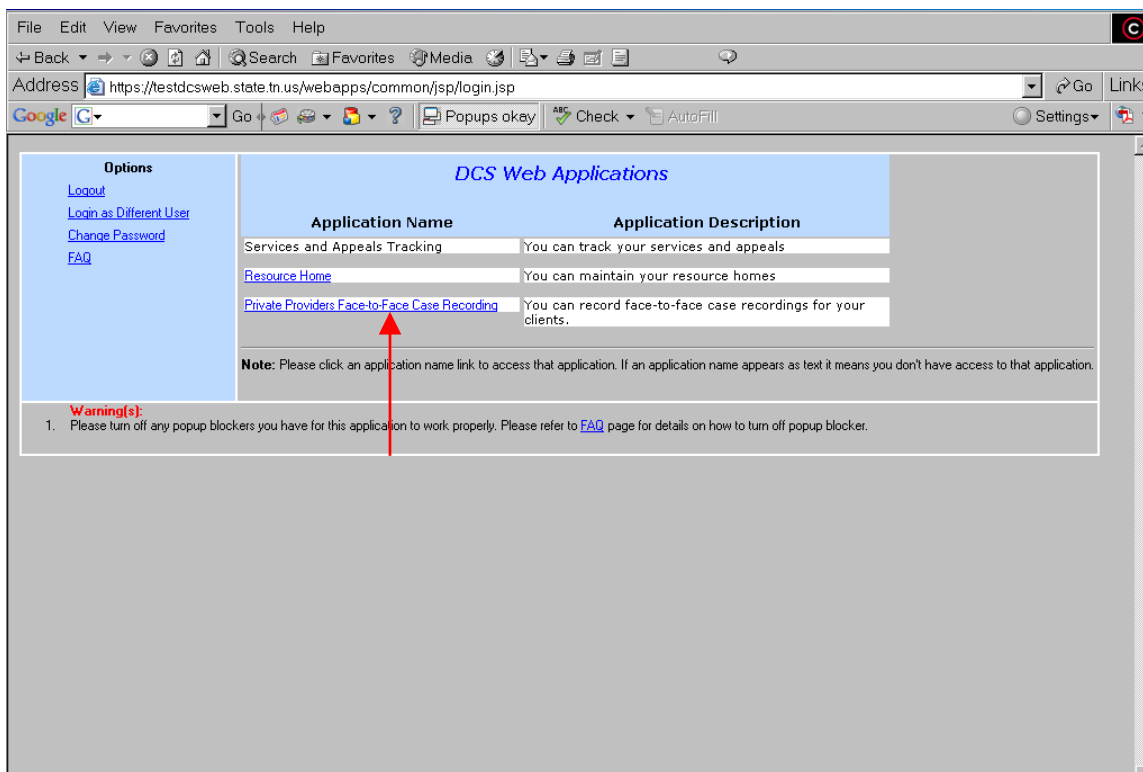


The screenshot shows a web browser window with the address bar displaying `https://testdcswb.state.tn.us/webapps/common/jsp/login.jsp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Home, Search, Favorites, Media, and a search icon. The address bar also includes a Go button and a Links button. The browser's status bar shows Google, Go, Popups okay, Check, and AutoFill. The main content area features a dark blue header with the DCS logo (Department of Children's Services, State of Tennessee) and the slogan "Lift them up!". Below the header is a light blue login form titled "Sign in to DCS Web Application!". The form contains three input fields: "Email ID:" (empty), "OR" (text), and "EN/EI Number:" (containing "ENOMNI01"). Below these is a "Password:" field (containing "*****"). At the bottom right of the form are two buttons: "Help" (a link) and "Sign In" (a button).

The user will be assigned an EN number and password to log into the Provider Face-to-Face web application. After entering the information, the user will click on the “Sign In” button to continue. The “Web Application Access & Training Request” form must be completed and submitted to the Child Placement & Private Providers Unit in order for a provider staff to receive access to the application

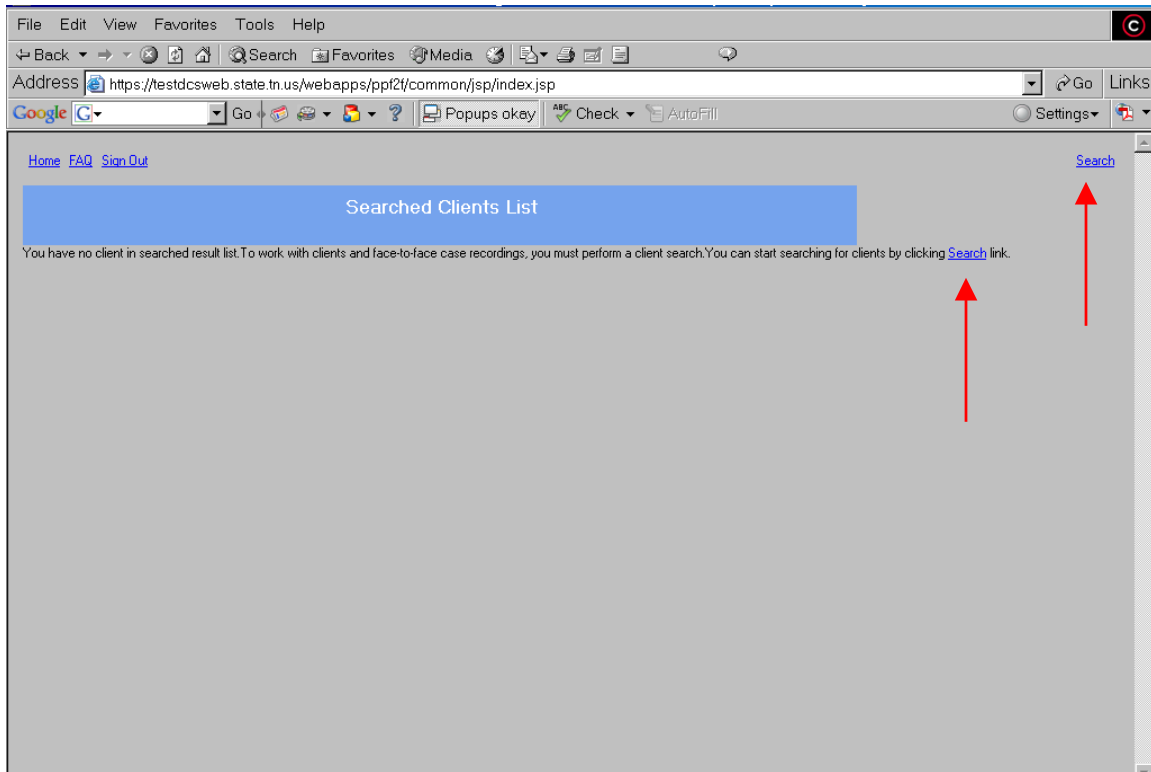
Private Provider Face to Face Case Recordings Web Application

Face to Face With Client continued



The user will click on the "[Private Providers Face-to-Face Case Recording](#)" link.

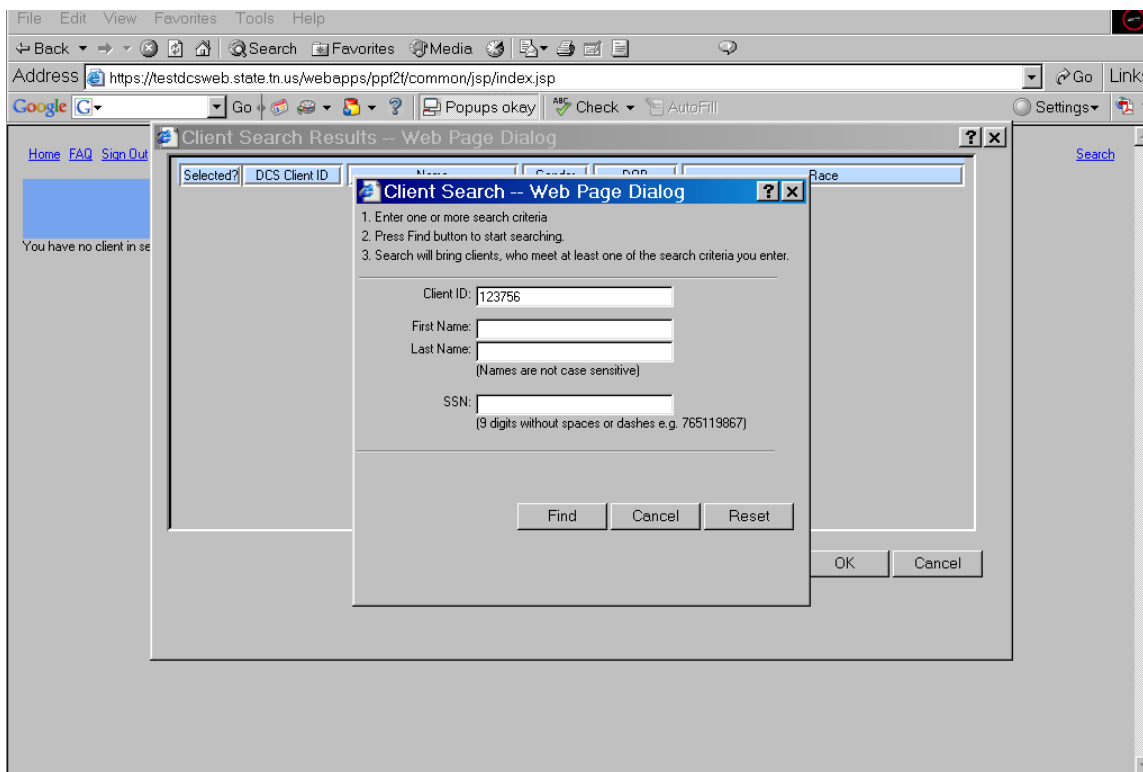
Face to Face with Client Search Link



The user will click on either of the two “[Search](#)” links on the upper right hand side of the screen.

Private Provider Face to Face Case Recordings Web Application

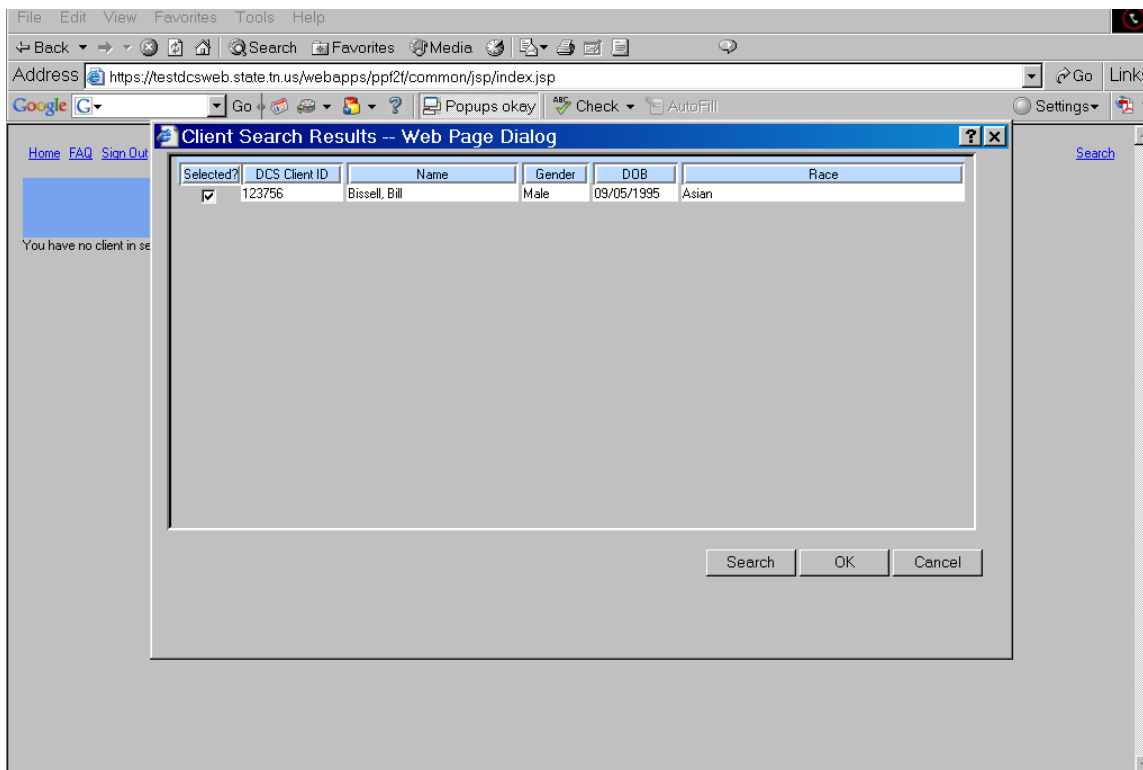
Face to Face With Client continued



The user will enter the search criteria. The user may search by first name, last name, SSN and/or Client ID. The user will click “Find” to continue.

Private Provider Face to Face Case Recordings Web Application

Face to Face With Client continued



To select a result from the search the user will click on the check box next to the client they wish to select and click "OK". If the user wishes to search again using different search criteria then the user will click on "Search" to repeat the search.

Face to Face With Client continued

Home [FAQ](#) [Sign Out](#) [Search](#)

Searched Clients List

[Clear All](#)

Bissell, Bill (ID:123756) [Add Case Recording](#) [Print Case Recordings](#) [Clear](#)

Gender: Male DOB: 09/05/1995 Race: Asian

	In Error?	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details	Mark	Normal	04/04/2007	04/04/2007	Private Provider - Face to Face with Client	
Details	No	Normal	04/04/2007	04/01/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	Yes	Normal	04/02/2007	03/29/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	Mark	Normal	03/29/2007	03/25/2007	Private Provider - Face to Face with Client	
Details	No	Normal	04/04/2007	03/15/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	No			03/15/2007	Private Provider - Face to Face with Client	
Details	Mark	Normal	03/20/2007	03/10/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	Normal	03/20/2007	03/05/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	Normal	03/20/2007	03/01/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	Yes	Normal	02/23/2007	02/22/2007	Private Provider - Face to Face with Client	
Details	Yes	System	03/18/2007	02/15/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	No	System	03/18/2007	02/15/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	No	Normal	02/26/2007	02/15/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	Mark	Normal	02/23/2007	02/15/2007	Private Provider - Face to Face with Client	
Details	Yes	Normal	02/23/2007	02/14/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	System	03/09/2007	02/03/2007	Private Provider - Face to Face with Client	
Details	Mark	Normal	03/02/2007	02/02/2007	Private Provider - Face to Face with Client	
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client	
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client	
Details	Mark	Normal	02/27/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	Normal	02/28/2007	02/01/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	No	Normal	02/26/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)

The system will display all case recordings that have been entered by the provider for the selected client(s). To add a case recording, the user will click on the “[Add Case Recording](#)” link.

Face to Face With Client Contact Type

Add Case Recording -- Web Page Dialog

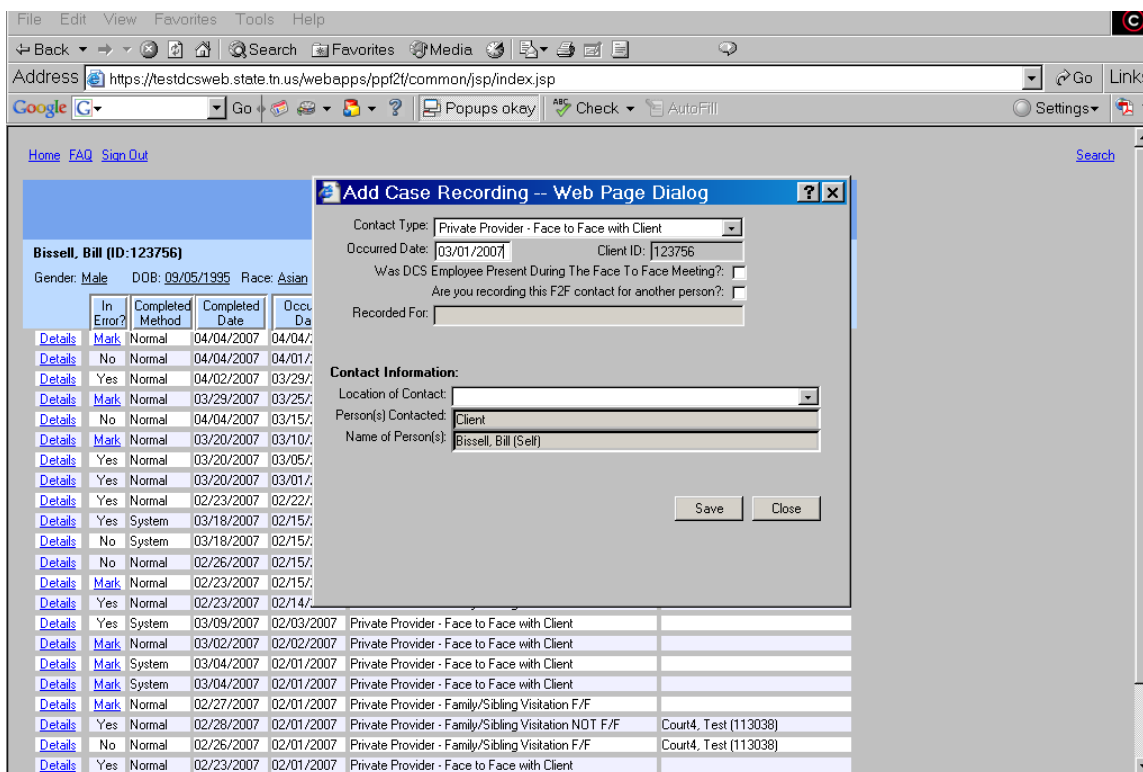
Contact Type: Private Provider - Face to Face with Client
 Occurred Date: Private Provider - Family/Sibling Visitation F/F
 Was DCS: Private Provider - Family/Sibling Visitation NOT F/F
 Recorded For:

Contact Information:
 Location of Contact:
 Person(s) Contacted:
 Name of Person(s):

	In Error?	Completed Method	Completed Date	Occu Da		
Details	Mark	Normal	04/04/2007	04/04/		
Details	No	Normal	04/04/2007	04/01/		
Details	Yes	Normal	04/02/2007	03/29/		
Details	Mark	Normal	03/29/2007	03/25/		
Details	No	Normal	04/04/2007	03/15/		
Details	No			03/15/		
Details	Mark	Normal	03/20/2007	03/10/		
Details	Yes	Normal	03/20/2007	03/05/		
Details	Yes	Normal	03/20/2007	03/01/		
Details	Yes	Normal	02/23/2007	02/22/		
Details	Yes	System	03/18/2007	02/15/		
Details	No	System	03/18/2007	02/15/		
Details	No	Normal	02/26/2007	02/15/		
Details	Mark	Normal	02/23/2007	02/15/		
Details	Yes	Normal	02/23/2007	02/14/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	System	03/09/2007	02/03/2007	Private Provider - Face to Face with Client	
Details	Mark	Normal	03/02/2007	02/02/2007	Private Provider - Face to Face with Client	
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client	
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client	
Details	Mark	Normal	02/27/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	Normal	02/28/2007	02/01/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	No	Normal	02/26/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)

The user will select Private Provider - Face to Face with Client. Other choices listed are, Private Provider – Family/Sibling visitation F/F and Private Provider – Family/Sibling Visitation NOT F/F. These will be discussed later.

Face to Face With Client Occurred Date



Add Case Recording -- Web Page Dialog

Contact Type: Private Provider - Face to Face with Client
 Occurred Date: 03/01/2007 Client ID: 123756
 Was DCS Employee Present During The Face To Face Meeting?: ☐
 Are you recording this F2F contact for another person?: ☐
 Recorded For:

Contact Information:
 Location of Contact:
 Person(s) Contacted: Client
 Name of Person(s): Bissell, Bill (Self)

Save Close

	In Error?	Completed Method	Completed Date	Occu Da
Details	Mark	Normal	04/04/2007	04/04/2007
Details	No	Normal	04/04/2007	04/01/2007
Details	Yes	Normal	04/02/2007	03/29/2007
Details	Mark	Normal	03/29/2007	03/25/2007
Details	No	Normal	04/04/2007	03/15/2007
Details	Mark	Normal	03/20/2007	03/10/2007
Details	Yes	Normal	03/20/2007	03/05/2007
Details	Yes	Normal	03/20/2007	03/01/2007
Details	Yes	Normal	02/23/2007	02/22/2007
Details	Yes	System	03/18/2007	02/15/2007
Details	No	System	03/18/2007	02/15/2007
Details	No	Normal	02/26/2007	02/15/2007
Details	Mark	Normal	02/23/2007	02/15/2007
Details	Yes	Normal	02/23/2007	02/14/2007
Details	Yes	System	03/09/2007	02/03/2007
Details	Mark	Normal	03/02/2007	02/02/2007
Details	Mark	System	03/04/2007	02/01/2007
Details	Mark	System	03/04/2007	02/01/2007
Details	Mark	Normal	02/27/2007	02/01/2007
Details	Yes	Normal	02/28/2007	02/01/2007
Details	No	Normal	02/26/2007	02/01/2007
Details	Yes	Normal	02/23/2007	02/01/2007

Private Provider - Face to Face with Client	
Private Provider - Face to Face with Client	
Private Provider - Face to Face with Client	
Private Provider - Face to Face with Client	
Private Provider - Family/Sibling Visitation F/F	
Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Private Provider - Face to Face with Client	

The user will enter the “Occurred Date”. The “Occurred Date” is the date the visit actual took place.

Private Provider Face to Face Case Recordings Web Application

Face to Face With Client continued

Add Case Recording -- Web Page Dialog

Contact Type: Private Provider - Face to Face with Client

Occurred Date: 03/01/2007 Client ID: 123756

Was DCS Employee Present During The Face To Face Meeting?: ☒

Are you recording this F2F contact for another person?: ☐

Recorded For: _____

Contact Information:

Location of Contact: _____

Person(s) Contacted: Client

Name of Person(s): Bissell, Bill (Self)

Save Close

	In Error?	Completed Method	Completed Date	Occur Date	
Details	Mark	Normal	04/04/2007	04/04/2007	
Details	No	Normal	04/04/2007	04/01/2007	
Details	Yes	Normal	04/02/2007	03/29/2007	
Details	Mark	Normal	03/29/2007	03/25/2007	
Details	No	Normal	04/04/2007	03/15/2007	
Details	Mark	Normal	03/20/2007	03/10/2007	
Details	Yes	Normal	03/20/2007	03/05/2007	
Details	Yes	Normal	03/20/2007	03/01/2007	
Details	Yes	Normal	02/23/2007	02/22/2007	
Details	Yes	System	03/18/2007	02/15/2007	
Details	No	System	03/18/2007	02/15/2007	
Details	No	Normal	02/26/2007	02/15/2007	
Details	Mark	Normal	02/23/2007	02/15/2007	
Details	Yes	Normal	02/23/2007	02/14/2007	
Details	Yes	System	03/09/2007	02/03/2007	Private Provider - Face to Face with Client
Details	Mark	Normal	03/02/2007	02/02/2007	Private Provider - Face to Face with Client
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client
Details	Mark	Normal	02/27/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F
Details	Yes	Normal	02/28/2007	02/01/2007	Private Provider - Family/Sibling Visitation NOT F/F Court4, Test (113038)
Details	No	Normal	02/26/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F Court4, Test (113038)
Details	Yes	Normal	02/23/2007	02/01/2007	Private Provider - Face to Face with Client

The user will answer the question, “Was DCS Employee Present During The Face To Face Meeting”? If the worker was present, the user will click on the check box next to the question. If the worker was not present, then the user will leave the check box blank.

Private Provider Face to Face Case Recordings Web Application

Face to Face With Client continued

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://testdcweb.state.tn.us/webapps/ppf2f/common/js/index.jsp> Go Links

Google Go Popups okay Check AutoFill Settings

[Home](#) [FAQ](#) [Sign Out](#) [Search](#)

Bissell, Bill (ID: 123756)

Gender: Male DOB: 09/05/1995 Race: Asian

	In Error?	Completed Method	Completed Date	Occur Date
Details	Mark	Normal	04/04/2007	04/04/2007
Details	No	Normal	04/04/2007	04/01/2007
Details	Yes	Normal	04/02/2007	03/29/2007
Details	Mark	Normal	03/29/2007	03/25/2007
Details	No	Normal	04/04/2007	03/15/2007
Details	Mark	Normal	03/20/2007	03/10/2007
Details	Yes	Normal	03/20/2007	03/05/2007
Details	Yes	Normal	03/20/2007	03/01/2007
Details	Yes	Normal	02/23/2007	02/22/2007
Details	Yes	System	03/18/2007	02/15/2007
Details	No	System	03/18/2007	02/15/2007
Details	No	Normal	02/26/2007	02/15/2007
Details	Mark	Normal	02/23/2007	02/15/2007
Details	Yes	Normal	02/23/2007	02/14/2007
Details	Yes	System	03/09/2007	02/03/2007
Details	Mark	Normal	03/02/2007	02/02/2007
Details	Mark	System	03/04/2007	02/01/2007
Details	Mark	System	03/04/2007	02/01/2007
Details	Mark	Normal	02/27/2007	02/01/2007
Details	Yes	Normal	02/28/2007	02/01/2007
Details	No	Normal	02/26/2007	02/01/2007
Details	Yes	Normal	02/23/2007	02/01/2007

Add Case Recording -- Web Page Dialog

Contact Type: Private Provider - Face to Face with Client

Occurred Date: 03/01/2007 Client ID: 123756

Was DCS Employee Present During The Face To Face Meeting?: ☒

Are you recording this F2F contact for another person?: ☒

Recorded For: Carole Chager

Contact Information:

Location of Contact:

Person(s) Contacted: Client

Name of Person(s): Bissell, Bill (Self)

[Save](#) [Close](#)

The user will answer the question, “Are you recording this F2F contact for another person?” If the user is entering the case recording for another person then the user will click on the check box next to the question. The user will also record the name of the person who was present at the F2F meeting in the first name last name format.

Face to Face With Client Location of Contact

Add Case Recording -- Web Page Dialog

Contact Type: Private Provider - Face to Face with Client
 Occurred Date: 03/01/2007 Client ID: 123756
 Was DCS Employee Present During The Face To Face Meeting?: ☒
 Are you recording this F2F contact for another person?: ☒
 Recorded For: Carole Charger

Contact Information:
 Location of Contact:
 Person(s) Contacted: Child Advocacy Center
 Name of Person(s): Court
 DCS Office
 Not Applicable
 Other(s)
 Parent's/Custodian's Home
 Residential Facility/Group Home
 Resource Home
 School
 Transportation

	In Error?	Completed Method	Completed Date	Occur Da	
Details	Mark	Normal	04/04/2007	04/04/	
Details	No	Normal	04/04/2007	04/01/	
Details	Yes	Normal	04/02/2007	03/29/	
Details	Mark	Normal	03/29/2007	03/25/	
Details	No	Normal	04/04/2007	03/15/	
Details	Mark	Normal	03/20/2007	03/10/	
Details	Yes	Normal	03/20/2007	03/05/	
Details	Yes	Normal	03/20/2007	03/01/	
Details	Yes	Normal	02/23/2007	02/22/	
Details	Yes	System	03/18/2007	02/15/	
Details	No	System	03/18/2007	02/15/	
Details	No	Normal	02/26/2007	02/15/	
Details	Mark	Normal	02/23/2007	02/15/	
Details	Yes	Normal	02/23/2007	02/14/	
Details	Yes	System	03/09/2007	02/03/2007	Private Provider - Face to Face with Client
Details	Mark	Normal	03/02/2007	02/02/2007	Private Provider - Face to Face with Client
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client
Details	Mark	Normal	02/27/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F
Details	Yes	Normal	02/28/2007	02/01/2007	Private Provider - Family/Sibling Visitation NOT F/F
Details	No	Normal	02/26/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F
Details	Yes	Normal	02/23/2007	02/01/2007	Private Provider - Face to Face with Client

The user will select the correct “Location of Contact” from the dropdown list. The locations listed are: Child Advocacy Center, Court, DCS Office, Not Applicable, Other(s), Parent’s/Custodian’s Home, Residential Facility/Group Home, Resource Home, School and Transportation. Providers are **NOT** to select “Not Applicable” when recording the “Location of Contact”.

Private Provider Face to Face Case Recordings Web Application

Face to Face With Client continued

File Edit View Favorites Tools Help

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Address <https://testdcswb.state.tn.us/webapps/ppf2f/common/js/index.jsp> Go Links

Google Go Popups okay Check AutoFill Settings

[Home](#) [FAQ](#) [Sign Out](#) [Search](#)

Bissell, Bill (ID: 123756)
Gender: Male DOB: 09/05/1995 Race: Asian

	In Error?	Completed Method	Completed Date	Occur Date
Details	Mark	Normal	04/04/2007	04/04/2007
Details	No	Normal	04/04/2007	04/01/2007
Details	Yes	Normal	04/02/2007	03/29/2007
Details	Mark	Normal	03/29/2007	03/25/2007
Details	No	Normal	04/04/2007	03/15/2007
Details	Mark	Normal	03/20/2007	03/10/2007
Details	Yes	Normal	03/20/2007	03/05/2007
Details	Yes	Normal	03/20/2007	03/01/2007
Details	Yes	Normal	02/23/2007	02/22/2007
Details	Yes	System	03/18/2007	02/15/2007
Details	No	System	03/18/2007	02/15/2007
Details	No	Normal	02/26/2007	02/15/2007
Details	Mark	Normal	02/23/2007	02/15/2007
Details	Yes	Normal	02/23/2007	02/14/2007
Details	Yes	System	03/09/2007	02/03/2007
Details	Mark	Normal	03/02/2007	02/02/2007
Details	Mark	System	03/04/2007	02/01/2007
Details	Mark	System	03/04/2007	02/01/2007
Details	Mark	Normal	02/27/2007	02/01/2007
Details	Yes	Normal	02/28/2007	02/01/2007
Details	No	Normal	02/26/2007	02/01/2007
Details	Yes	Normal	02/23/2007	02/01/2007

Add Case Recording -- Web Page Dialog

Contact Type: Private Provider - Face to Face with Client

Occurred Date: 03/01/2007 Client ID: 123756

Was DCS Employee Present During The Face To Face Meeting?: ☒

Are you recording this F2F contact for another person?: ☒

Recorded For: Carole Chager

Contact Information:

Location of Contact: Residential Facility/Group Home

Person(s) Contacted: Client

Name of Person(s): Bissell, Bill (Self)

[Save](#) [Close](#)

Private Provider - Face to Face with Client	
Private Provider - Face to Face with Client	
Private Provider - Face to Face with Client	
Private Provider - Face to Face with Client	
Private Provider - Family/Sibling Visitation F/F	
Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Private Provider - Face to Face with Client	

When the user selects the contact type of “Private Provider – Face to Face with Client”, the system will automatically populate the “Person(s) Contacted” and “Name of Person(s)” fields. The user will click “Save” to continue.

Private Provider Face to Face Case Recordings Web Application

Face to Face With Client continued

The screenshot shows a web browser window displaying the 'Searched Clients List' for 'Bissell, Bill (ID:123756)'. The client's details are: Gender: Male, DOB: 09/05/1995, Race: Asian. The page lists various case recordings with columns for 'In Error?', 'Completed Method', 'Completed Date', 'Occurred Date', 'Contact Type', and 'Recording Source'. A modal dialog is open, asking 'Was the Client's sibling present during the Face-To-Face meeting?' with 'OK' and 'Cancel' buttons.

In Error?	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details	Mark	Normal	04/04/2007	04/04/2007	Private Provider - Face to Face with Client
Details	No	Normal	04/04/2007	04/01/2	Microsoft Internet Explorer
Details	Yes	Normal	04/02/2007	03/29/2	
Details	Mark	Normal	03/29/2007	03/25/2	
Details	No	Normal	04/04/2007	03/15/2	
Details	Mark	Normal	03/20/2007	03/10/2	
Details	Yes	Normal	03/20/2007	03/05/2	
Details	Yes	Normal	03/20/2007	03/01/2	
Details	Yes	Normal	02/23/2007	02/22/2007	Private Provider - Face to Face with Client
Details	Yes	System	03/18/2007	02/15/2007	Private Provider - Family/Sibling Visitation NOT F/F
Details	No	System	03/18/2007	02/15/2007	Private Provider - Family/Sibling Visitation F/F
Details	No	Normal	02/26/2007	02/15/2007	Private Provider - Family/Sibling Visitation NOT F/F
Details	Mark	Normal	02/23/2007	02/15/2007	Private Provider - Face to Face with Client
Details	Yes	Normal	02/23/2007	02/14/2007	Private Provider - Family/Sibling Visitation F/F
Details	Yes	System	03/09/2007	02/03/2007	Private Provider - Face to Face with Client
Details	Mark	Normal	03/02/2007	02/02/2007	Private Provider - Face to Face with Client
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client
Details	Mark	Normal	02/27/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F
Details	Yes	Normal	02/28/2007	02/01/2007	Private Provider - Family/Sibling Visitation NOT F/F
Details	No	Normal	02/26/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F
Details	Yes	Normal	02/23/2007	02/01/2007	Private Provider - Face to Face with Client

If the client has a sibling client, the system will prompt the user with the question, “Was the client’s sibling present during the Face – to Face Meeting?” If a sibling was present, the user will select “OK”. If no sibling was present, the user will select “Cancel”. In this example the user will select “OK”.

Private Provider Face to Face Case Recordings Web Application

Face to Face With Client continued

The screenshot shows a web browser window with the address <https://testdcswb.state.tx.us/webapps/ppf2f/common/jsp/index.jsp>. The page displays a 'Searched Clients List' for **Bissell, Bill (ID:123756)**. The client's details are: Gender: Male, DOB: 09/05/1995, Race: Asian. There are links for 'Add Case Recording', 'Print Case Recordings', and 'Clear All'.

A table lists the client's case recordings. The table has columns: In Error?, Completed Method, Completed Date, Occurred Date, Contact Type, and Recording Source. The table contains 20 rows of data, including various case types like 'Private Provider - Family/Sibling Visitation F/F' and 'Private Provider - Face to Face with Client'.

An 'Add Sibling -- Web Page Dialog' window is open, showing a 'Sibling Name' dropdown menu with two options: 'Court4, Test (Brother)' and 'Court64, Test (Brother)'. The dialog also has a 'Save' button.

When the user selects “OK” the system will provide a dropdown list of the client’s sibling(s). By choosing the sibling(s), the system will automatically add the same case recording to the sibling’s record. The user will select the correct sibling and click “Save” to continue. If more than one sibling were present, the user will choose one sibling here and add the other sibling(s) present on the Siblings tab before completing the case recording.

Private Provider Face to Face Case Recordings Web Application

Details Link

The screenshot shows a web browser window displaying the 'Searched Clients List' for 'Bissell, Bill (ID: 123756)'. The client's gender is Male, DOB is 09/05/1995, and race is Asian. The table below lists case recordings, sorted by 'Occurred Date' in descending order. Each row includes a 'Details' link, a 'Mark' button, and a 'No' button. The 'Contact Type' and 'Recording Source' are also provided for each entry.

	In Error?	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details	Mark	Normal	04/04/2007	04/04/2007	Private Provider - Face to Face with Client	
Details	No	Normal	04/04/2007	04/01/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	Yes	Normal	04/02/2007	03/29/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	Mark	Normal	03/29/2007	03/25/2007	Private Provider - Face to Face with Client	
Details	No	Normal	04/04/2007	03/15/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	Mark	Normal	03/20/2007	03/10/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	Normal	03/20/2007	03/05/2007	Private Provider - Family/Sibling Visitation F/F	
Details	No			03/01/2007	Private Provider - Face to Face with Client	
Details	Yes	Normal	03/20/2007	03/01/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	Yes	Normal	02/23/2007	02/22/2007	Private Provider - Face to Face with Client	
Details	Yes	System	03/18/2007	02/15/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	No	System	03/18/2007	02/15/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)
Details	No	Normal	02/26/2007	02/15/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	Mark	Normal	02/23/2007	02/15/2007	Private Provider - Face to Face with Client	
Details	Yes	Normal	02/23/2007	02/14/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	System	03/09/2007	02/03/2007	Private Provider - Face to Face with Client	
Details	Mark	Normal	03/02/2007	02/02/2007	Private Provider - Face to Face with Client	
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client	
Details	Mark	System	03/04/2007	02/01/2007	Private Provider - Face to Face with Client	
Details	Mark	Normal	02/27/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	Normal	02/28/2007	02/01/2007	Private Provider - Family/Sibling Visitation NOT F/F	Court4, Test (113038)
Details	No	Normal	02/26/2007	02/01/2007	Private Provider - Family/Sibling Visitation F/F	Court4, Test (113038)

The system will save the information to the client's record. The new recording will be listed in descending order by the "Occurred Date". To continue the user will click on the "[Details](#)" link to the left of the new recording.

Mark a Case Recording Completed

The screenshot shows a web browser window displaying the 'Mark a Case Recording Completed' form for Client ID 123756. The form is divided into two main sections: 'General Information' and 'Completed Information'.

General Information:

- Contact Type: Private Provider - Face to Face with Client
- Occurred Date: 03/01/2007
- Was DCS Employee Present During The Face To Face Meeting?: ☒
- Are you recording this F2F contact for another person?: ☒
- Recorded For: Carole Charger
- Recorded Date: 04/10/2007
- Recorded By: Omnilast, Omnilast (EV)

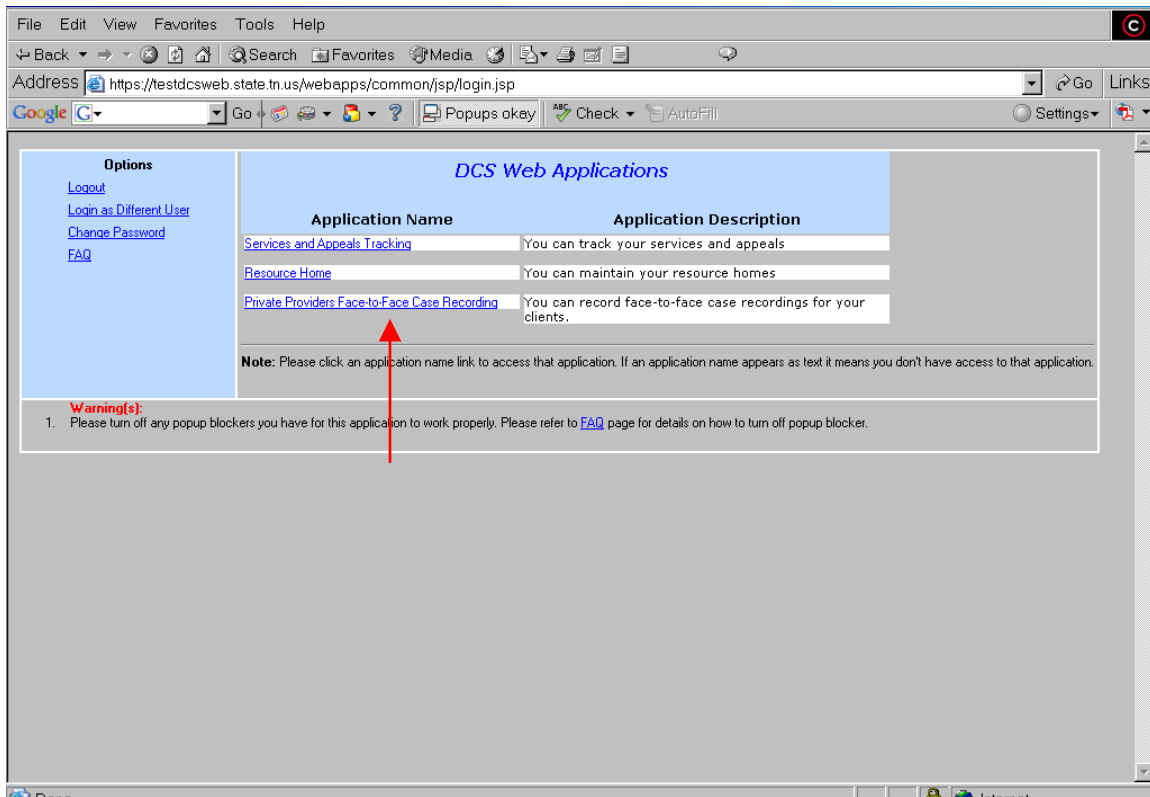
Completed Information:

- Completed?: ☐
- Date Completed: [Grayed out field]
- Completed By: [Grayed out field]
- Method: [Grayed out field]

At the bottom of the form, there are three buttons: 'Delete', 'Revert Changes', and 'Save'.

The system will then display all of the information the user has entered. If all of the information is correct the user will click the “Completed?” check box and the system will automatically populate the Date Completed, Completed By and Method fields. If any of the grayed out information is incorrect, the user will need to select “Delete” and start over again.

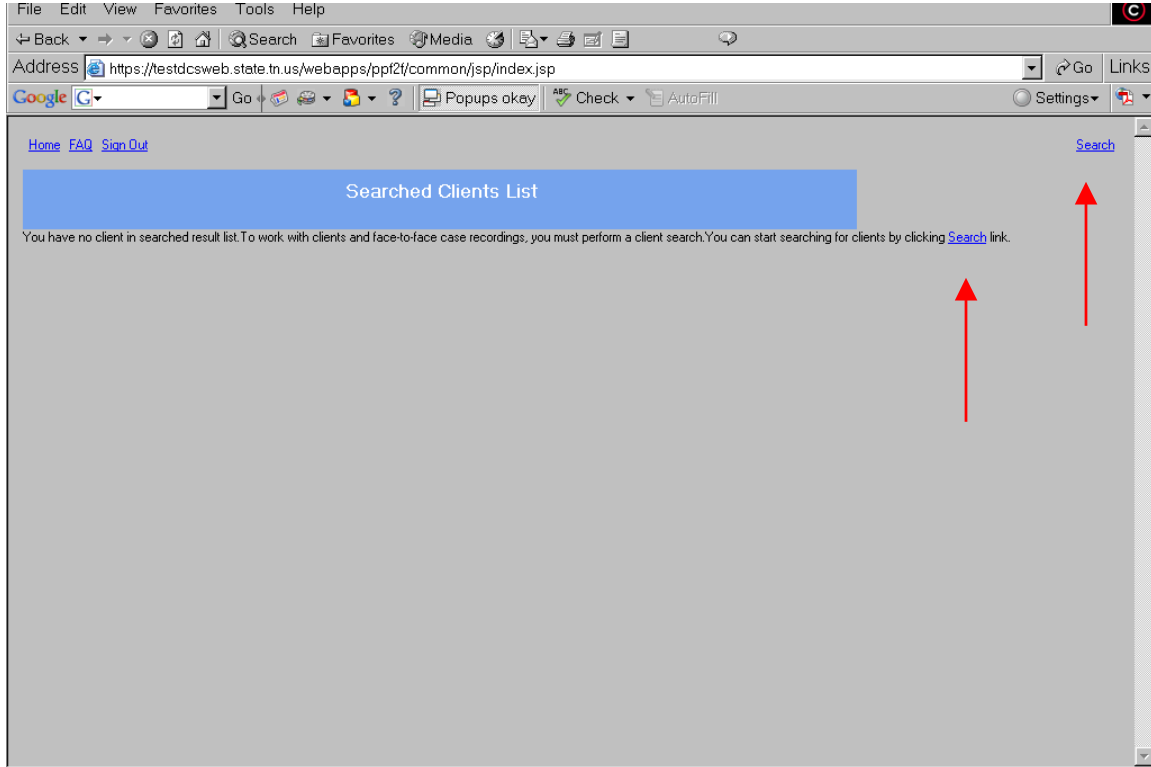
Private Provider – Family/Sibling Visitation Face to Face



The user will click on the “[Private Providers Face-to-Face Case Recording](#)” link.

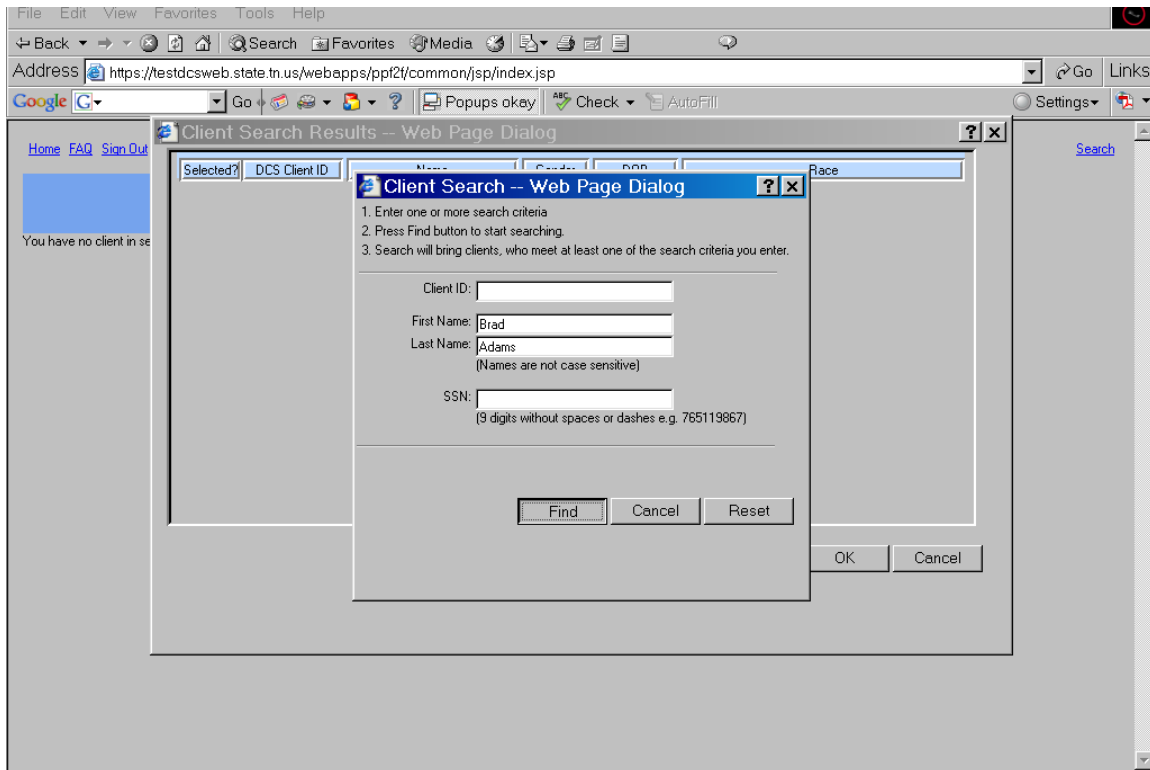
Private Provider Face to Face Case Recordings Web Application

Private Provider – Family/Sibling Visitation Face to Face continued



The user will click on either of the two “[Search](#)” links on the upper right hand side of the screen.

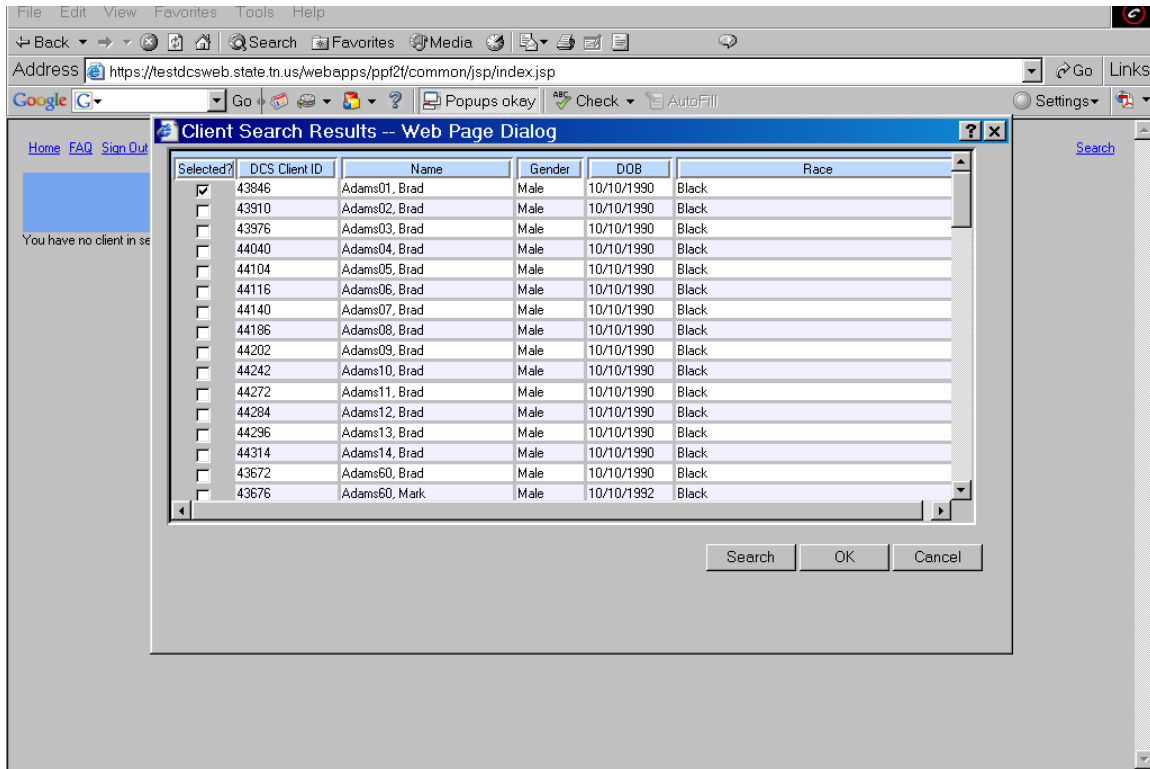
Client Search



The user will enter the search criteria. The user may search by first name, last name, SSN and/or Client ID. The user will click “Find” to continue.

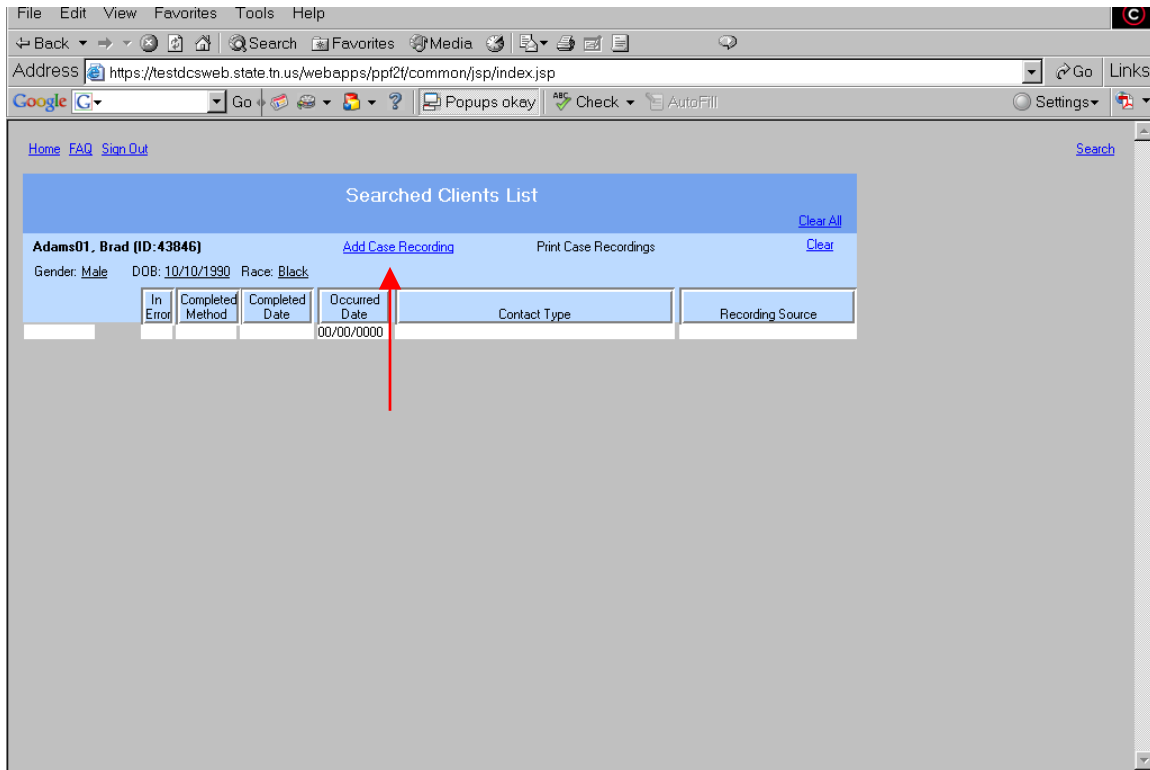
Private Provider Face to Face Case Recordings Web Application

Client Search continued



To select a result from the search, the user will click on the check box next to the client they wish to select and click "OK". If the user wishes to search again using different search criteria then the user will click on "Search" to repeat the search.

Add Case Recording Link



The system will display all case recordings that have been entered by the provider for the selected client(s). To add a case recording, the user will click on the “[Add Case Recording](#)” link.

Family/Sibling Visitation Face to Face Contact Type

The screenshot shows a web browser window with the address <https://testdcswb.state.in.us/webapps/ppf2/common/jsp/index.jsp>. The browser's address bar and menu bar are visible. The main content area displays a user profile for **Adams01, Brad (ID: 43846)** with details: Gender: Male, DOB: 10/10/1990, Race: Black. Below the profile are buttons for **In Error**, **Completed Method**, and **Completed Date**. A **Search** button is in the top right. A modal dialog titled **Add Case Recording -- Web Page Dialog** is open in the center. It contains the following fields:

- Contact Type:** A dropdown menu with three options: **Private Provider - Face to Face with Client**, **Private Provider - Family/Sibling Visitation F/F** (which is selected), and **Private Provider - Family/Sibling Visitation NOT F/F**.
- Occurred Date:** A text input field.
- Was DCS:** A text input field.
- Was This Face:** A text input field.
- Recorded For:** A text input field.
- Contact Information:** A section with three text input fields labeled **Location of Contact:**, **Person(s) Contacted:**, and **Name of Person(s):**.

At the bottom of the dialog are **Save** and **Close** buttons.

The user will select Private Provider -Family/Sibling Visitation F/F. Other choices listed are, Private Provider –Face to Face with Client and Private Provider – Family/Sibling Visitation NOT F/F.

Family/Sibling Visitation Face to Face Occurred Date

The screenshot displays a web browser window with the address `https://testdcswb.state.tx.us/webapps/ppf2/common/jsp/index.jsp`. The browser's address bar and menu bar are visible. The main content area shows a user profile for **Adams01, Brad (ID: 43846)** with details: Gender: Male, DOB: 10/10/1990, Race: Black. Below the profile are buttons for 'In Error', 'Completed Method', and 'Completed Date'. A 'Web Page Dialog' titled 'Add Case Recording -- Web Page Dialog' is open in the foreground. This dialog contains the following fields and controls:

- Contact Type:** A dropdown menu set to 'Private Provider - Family/Sibling Visitation F/F'.
- Occurred Date:** A text input field containing '03/01/2007'.
- Client ID:** A text input field containing '43846'.
- Was DCS Employee Present During The Face To Face Meeting?:** A checkbox.
- Was This Face To Face Meeting Done On Behalf Of Another User?:** A checkbox.
- Recorded For:** A text input field.
- Contact Information:** A section containing:
 - Location of Contact:** A dropdown menu.
 - Person(s) Contacted:** A text input field.
 - Name of Person(s):** A text input field.
- Buttons:** 'Save' and 'Close' buttons at the bottom right.

The user will enter the “Occurred Date”.

Family/Sibling Visitation Face to Face Recorded For

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://testdcsweb.state.tx.us/webapps/ppf2/common/jsp/index.jsp> Go Links

Google Go Popups okay Check AutoFill Settings

[Home](#) [FAQ](#) [Sign Out](#) [Search](#)

Adams01, Brad (ID:43846)
Gender: Male DOB: 10/10/1990 Race: Black

In Error	Completed Method	Completed Date

Add Case Recording -- Web Page Dialog

Contact Type: Private Provider - Family/Sibling Visitation F/F

Occurred Date: 03/01/2007 Client ID: 43846

Was DCS Employee Present During The Face To Face Meeting?: ☐

Was This Face To Face Meeting Done On Behalf Of Another User?: ☒

Recorded For: Missy Chow

Contact Information:

Location of Contact:

Person(s) Contacted:

Name of Person(s):

Save Close

The user will answer the questions, “Was DCS Employee Present During The Face To Face Meeting”? and “Was This Face To Face Meeting Done On Behalf Of Another User”? The user will also enter the name of the person who made the Face to Face if appropriate, first name first.

Family/Sibling Visitation Face to Face Location of Contact

The screenshot shows a web browser window with the address <https://testdcsweb.state.tn.us/webapps/ppf2f/common/jsp/index.jsp>. The browser's address bar and menu bar are visible. The main content area displays a user profile for **Adams01, Brad (ID: 43846)** with details: Gender: Male, DOB: 10/10/1990, Race: Black. Below this is a table with columns: In Error, Completed Method, and Completed Date. A modal dialog box titled "Add Case Recording -- Web Page Dialog" is open, showing the following fields:

- Contact Type: Private Provider - Family/Sibling Visitation F/F
- Occurred Date: 03/01/2007
- Client ID: 43846
- Was DCS Employee Present During The Face To Face Meeting?: ☐
- Was This Face To Face Meeting Done On Behalf Of Another User?: ☒
- Recorded For: Missy Chow

Below these fields is the "Contact Information" section:

- Location of Contact:
- Person(s) Contacted: Child Advocacy Center
- Name of Person(s):

A dropdown list is open for "Location of Contact", showing the following options: Court, DCS Office, Not Applicable, Other(s), Parent's/Custodian's Home, Residential Facility/Group Home, Resource Home, School, and Transportation. The "Court" option is currently selected.

The user will select the correct “Location of Contact” from the dropdown list. The locations listed are: Child Advocacy Center, Court, DCS Office, Not Applicable, Other(s), Parent’s/Custodian’s Home, Residential Facility/Group Home, Resource Home, School and Transportation. Providers are **NOT** to select “Not Applicable” when recording the “Location of Contact”.

Family/Sibling Visitation Face to Face Persons Contacted

The screenshot shows a web browser window with the address <https://testdcswb.state.tn.us/webapps/ppf2/common/jsp/index.jsp>. The browser's address bar and menu bar are visible. The main content area displays a user profile for **Adams01, Brad (ID:43846)** with details: Gender: Male, DOB: 10/10/1990, Race: Black. Below this is a table with columns: In Error, Completed Method, and Completed Date. A modal dialog box titled "Add Case Recording -- Web Page Dialog" is open, showing the following fields:

- Contact Type: Private Provider - Family/Sibling Visitation F/F
- Occurred Date: 03/01/2007
- Client ID: 43846
- Was DCS Employee Present During The Face To Face Meeting?: ☐
- Was This Face To Face Meeting Done On Behalf Of Another User?: ☒
- Recorded For: Missy Chow
- Contact Information:
 - Location of Contact: Court
 - Person(s) Contacted:
 - Name of Person(s): Client (highlighted), Family

Buttons for "Save" and "Close" are at the bottom of the dialog.

The user will select the correct “Person(s) Contacted”. This recording is for a Family/Sibling visitation so the user will select “Family”.

Family/Sibling Visitation Face to Face Name of Person(s)

The screenshot shows a web browser window with the address <https://testdcsweb.state.tn.us/webapps/ppf2/common/jsp/index.jsp>. The browser's address bar and menu bar are visible. The main content area displays a web application interface. On the left, there is a sidebar with a blue header and a search bar. The sidebar contains the text "Adams01, Brad (ID:43846)" and "Gender: Male DOB: 10/10/1990 Race: Black". Below this, there are three buttons: "In Error", "Completed Method", and "Completed Date". The main content area features a "Add Case Recording -- Web Page Dialog" window. This dialog has a title bar with a question mark and a close button. It contains the following fields and controls:

- Contact Type:** A dropdown menu with the selected value "Private Provider - Family/Sibling Visitation F/F".
- Occurred Date:** A text field with the value "03/01/2007".
- Client ID:** A text field with the value "43846".
- Was DCS Employee Present During The Face To Face Meeting?:** A checkbox that is currently unchecked.
- Was This Face To Face Meeting Done On Behalf Of Another User?:** A checkbox that is currently checked.
- Recorded For:** A text field with the value "Missy Chow".
- Contact Information:** A section containing three dropdown menus:
 - Location of Contact:** A dropdown menu with the selected value "Court".
 - Person(s) Contacted:** A dropdown menu with the selected value "Family".
 - Name of Person(s):** A dropdown menu with a list of names: "Adams01, Jill (Birth Mother)", "Adams01, Mark (Brother)", "Adams01, Randy (Brother)", "Adams01, Tim (Putative Father)", "Adams02, Randy (Brother)", and "Legg01, Oma (Grandmother)".

The user will select the "Name of Person" who was at the meeting from the dropdown list. If a family member's name is not displayed in the case, then the user will need to contact the DCS case manager to have the family member added to TNKids. Only family member are to be recorded in the case recording.

Private Provider Face to Face Case Recordings Web Application

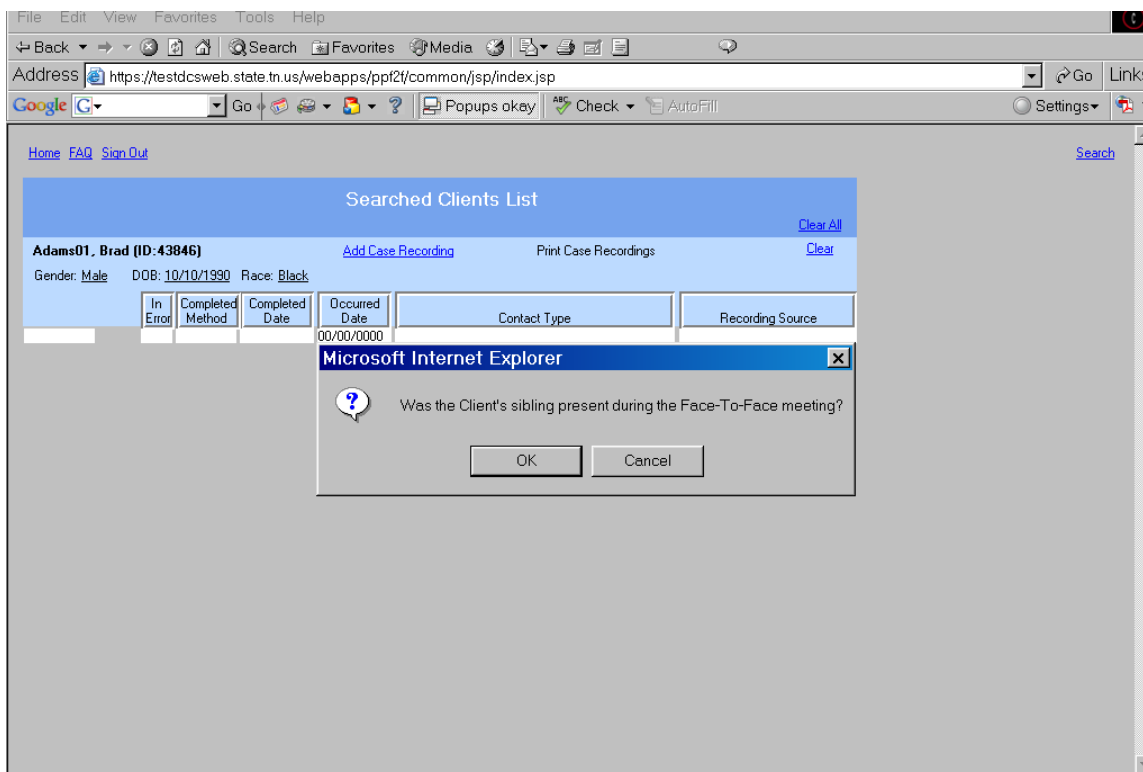
Family/Sibling Visitation Face to Face continued

The screenshot shows a web browser window with the address bar displaying `https://testdcswb.state.tn.us/webapps/ppf2/common/jsp/index.jsp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Home, Stop, Reload, Search, Favorites, Media, and Print. The address bar has a Go button and a Links button. The browser's status bar shows Google, Go, Popups okay, Check, and AutoFill. The main content area displays a web page with a header containing links for Home, FAQ, and Sign Out. A search button is located in the top right corner. The main content area is divided into two sections. The left section displays information for 'Adams01, Brad (ID:43846)' with fields for Gender (Male), DOB (10/10/1990), and Race (Black). Below this information is a table with three columns: In Error, Completed Method, and Completed Date. The right section is a dialog box titled 'Add Case Recording -- Web Page Dialog'. This dialog box contains the following fields and controls:

- Contact Type: Private Provider - Family/Sibling Visitation F/F (dropdown menu)
- Occurred Date: 03/01/2007 (text field)
- Client ID: 43846 (text field)
- Was DCS Employee Present During The Face To Face Meeting?: ☐ (checkbox)
- Was This Face To Face Meeting Done On Behalf Of Another User?: ☒ (checkbox)
- Recorded For: Missy Chow (text field)
- Contact Information section:
 - Location of Contact: Court (dropdown menu)
 - Person(s) Contacted: Family (dropdown menu)
 - Name of Person(s): Adams01, Jill (Birth Mother) (dropdown menu)
- Save and Close buttons at the bottom right.

The user will click “Save” to continue.

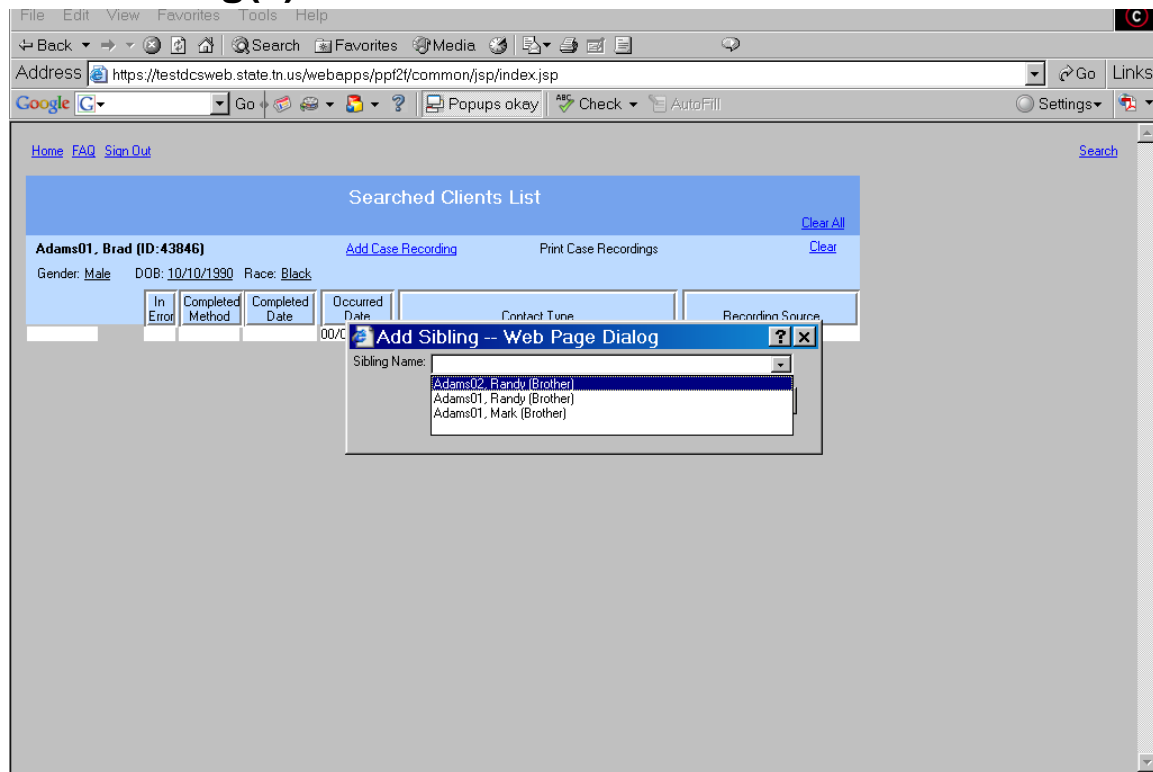
Add Sibling(s)



If the client has sibling clients, the system will prompt the user with the question, “Was the client’s sibling present during the Face – to Face Meeting?” If a sibling was present, the user will select “OK”. If no sibling was present, the user will select “Cancel”. In this example the user will select “OK”.

Private Provider Face to Face Case Recordings Web Application

Add Sibling(s) continued



When the user selects “OK” the system will provide a dropdown list of the client’s sibling(s). By choosing the sibling(s), the system will automatically add the same case recording to the siblings record. The user will select the correct sibling and click “Save” to continue. If other siblings were present, they will be added using the Siblings tab before the case recording is completed.

Private Provider Face to Face Case Recordings Web Application

Family/Sibling Visitation Face to Face continued

Home [FAQ](#) [Sign Out](#) [Search](#)

Searched Clients List

[Clear All](#)

Adams01, Brad (ID: 43846) [Add Case Recording](#) [Print Case Recordings](#) [Clear](#)

Gender: [Male](#) DOB: 10/10/1990 Race: [Black](#)

In Error	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details	No		03/01/2007	Private Provider - Family/Sibling Visitation F/F	

The system will save the information to the client's record. The new recording will be listed in descending order by the "Occurred Date". To continue the user will click on the "[Details](#)" link to the left of the new recording.

Private Provider Face to Face Case Recordings Web Application

Family/Sibling Visitation Face to Face continued

The screenshot shows a web browser window with the address https://testdcswb.state.tn.us/webapps/ppf2f/general/ttf_recording_details.jsp. The page displays the details for client Adams01, Brad (Client ID: 43846). The 'Completed Information' tab is active, showing fields for 'Completed?' (checkbox), 'Date Completed' (text box), 'Completed By' (text box), and 'Method' (text box). A red arrow points to the 'Completed Information' link in the top navigation bar. The 'General Information' tab is also visible, showing fields for 'Contact Type' (Private Provider - Family/Sibling Visitation F/F), 'Occurred Date' (03/01/2007), 'Was DCS Employee Present During The Face To Face Meeting?' (checkbox), 'Was This Face To Face Meeting Done On Behalf Of Another User?' (checkbox), 'Recorded For' (Missy Chow), 'Recorded Date' (04/11/2007), and 'Recorded By' (F2temp1last, F2temp1 (EV)).

Home [FAQ](#) [Sign Out](#) [Searched Clients List](#) [Add Recording](#)

Adams01, Brad (Client ID: 43846)

[General Information](#) [Contact Information](#) [Siblings](#)

Completed Information

Completed? ☐

Date Completed:

Completed By:

Method:

Recorded Date:

Recorded By:

The system will then display all of the information the user has entered. To add more names of person(s) contacted click on the “[Contact Information](#)” link.

Add Contact Information

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites Media Print Copy Paste

Address https://testdcweb.state.tn.us/webapps/ppf2/contact_info/contact_info_list.jsp Go Links

Google Go Popups okay Check AutoFill Settings

[Home](#) [FAQ](#) [Sign Out](#) [Searched Clients List](#) [Add Recording](#)

Adams01, Brad (Client ID: 43846)

General Information		Contact Information		Siblings
	Location of Contact	Person(s) Contacted	Name of Person(s)	
Delete	Court	Family	Adams02, Randy	
Delete	Court	Family	Adams01, Jill	
				Add

To add family members to the contact link, the user will click on the “Add” button.

Private Provider Face to Face Case Recordings Web Application

Add Contact Information continued

The screenshot shows a web browser window with the address https://testdcsweb.state.tn.us/webapps/ppf2/contact_info/contact_info_list.jsp. The application interface includes a header with links for [Home](#), [FAQ](#), and [Sign Out](#). The main content area displays a table for 'Adams01, Brad (Client ID:43846)' with columns for 'Location of Contact', 'Person(s) Contacted', and 'Name of Person(s)'. A modal dialog box titled 'Add Contact Information Location -- Web Pa...' is open, showing a dropdown menu for 'Location of Contact' with the following options: Child Advocacy Center, Court (selected), DCS Office, Not Applicable, Other(s), Parent's/Custodian's Home, Residential Facility/Group Home, Resource Home, School, and Transportation.

Adams01, Brad (Client ID:43846)			
General Information		Contact Information	Siblings
Location of Contact		Person(s) Contacted	Name of Person(s)
Delete	Court	Family	
Delete	Court	Family	

Location of Contact:

Person(s) Contacted:

Name of Person(s):

Child Advocacy Center

Court

DCS Office

Not Applicable

Other(s)

Parent's/Custodian's Home

Residential Facility/Group Home

Resource Home

School

Transportation

The user will select the correct “Location of Contact” from the dropdown list.

Private Provider Face to Face Case Recordings Web Application

Add Contact Information continued

The screenshot shows a web browser window with the address https://testdcweb.state.tn.us/webapps/ppf2/contact_info/contact_info_list.jsp. The page displays a table for client information. A modal dialog box titled "Add Contact Information Location -- Web Pa..." is open, allowing the user to add contact details for the selected client.

Adams01, Brad (Client ID: 43846)			
General Information		Contact Information	Siblings
	Location of Contact	Person(s) Contacted	Name of Person(s)
Delete	Court	Family	
Delete	Court	Family	

Add Contact Information Location -- Web Pa...

Location of Contact:

Person(s) Contacted:

Name of Person(s):

The user will select the correct “Person(s) Contacted”. In this example the user is adding the client.

Private Provider Face to Face Case Recordings Web Application

Add Contact Information continued

The screenshot shows a web browser window with the address https://testdcswb.state.tn.us/webapps/ppf2/contact_info/contact_info_list.jsp. The browser's address bar and menu bar are visible. The main content area displays a form for 'Adams01, Brad (Client ID:43846)'. The form has three tabs: 'General Information', 'Contact Information', and 'Siblings'. The 'Contact Information' tab is active, showing a table with columns 'Location of Contact', 'Person(s) Contacted', and 'Name of Person(s)'. The table has two rows: 'Court' and 'Family'. The 'Court' row is selected, and the 'Person(s) Contacted' field is set to 'Client'. A modal dialog box titled 'Add Contact Information Location -- Web Pa...' is open, showing the 'Location of Contact' as 'Court', 'Person(s) Contacted' as 'Client', and 'Name of Person(s)' as 'Adams01, Brad (Self)'. The dialog box has 'Save' and 'Close' buttons.

Home [FAQ](#) [Sign Out](#) [Searched Clients List](#) [Add Recording](#)

Adams01, Brad (Client ID:43846)

[General Information](#) **Contact Information** [Siblings](#)

	Location of Contact	Person(s) Contacted	Name of Person(s)
Delete	Court	Family	
Delete	Court	Family	

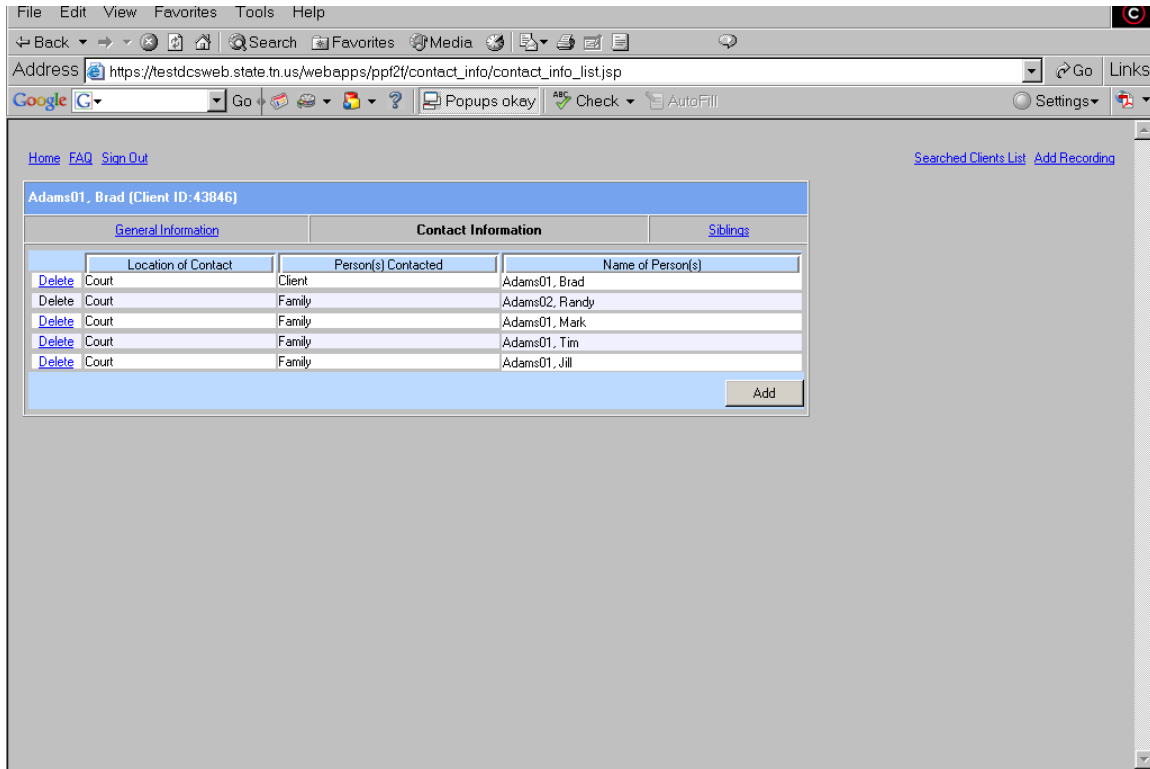
Add Contact Information Location -- Web Pa...

Location of Contact: Court
Person(s) Contacted: Client
Name of Person(s): Adams01, Brad (Self)

Save Close

When the user selects “Client” in the “Person(s) Contacted” field, the system will auto populate the “Name of Person(s)” field. The user will click on “Save” to continue.

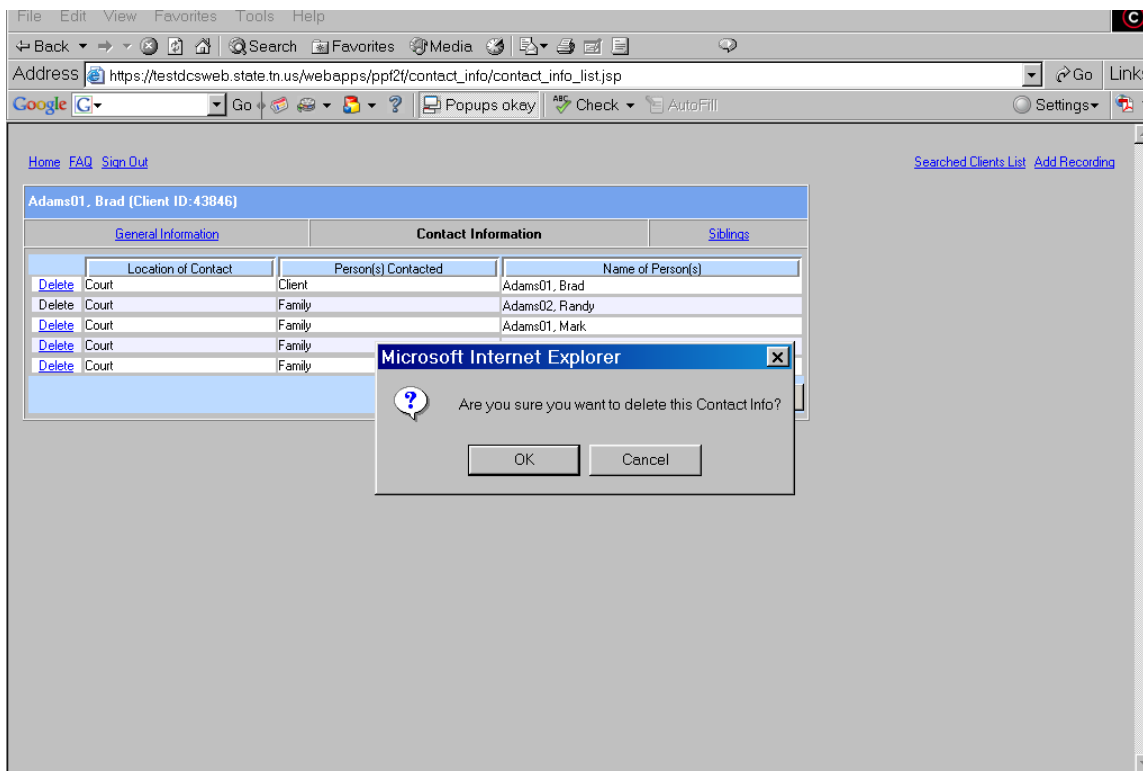
Delete Contact Information



If wrong person is added by mistake, the user will click on the “[Delete](#)” link to the left of the name of the person to be removed from the contact information list. For this example the user is deleting Tim Adams01.

Private Provider Face to Face Case Recordings Web Application

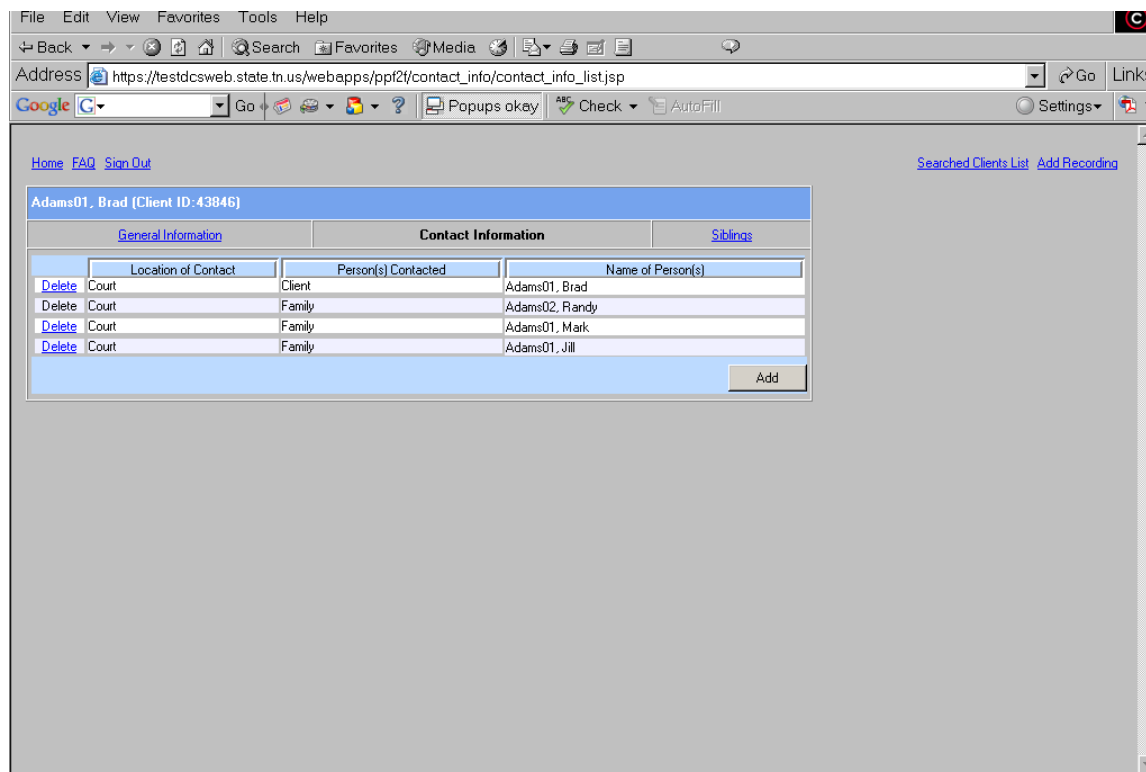
Delete Contact Information continued



The user will be prompted to insure the selected person is to be deleted. The user will click "OK" if the person selected is correct.

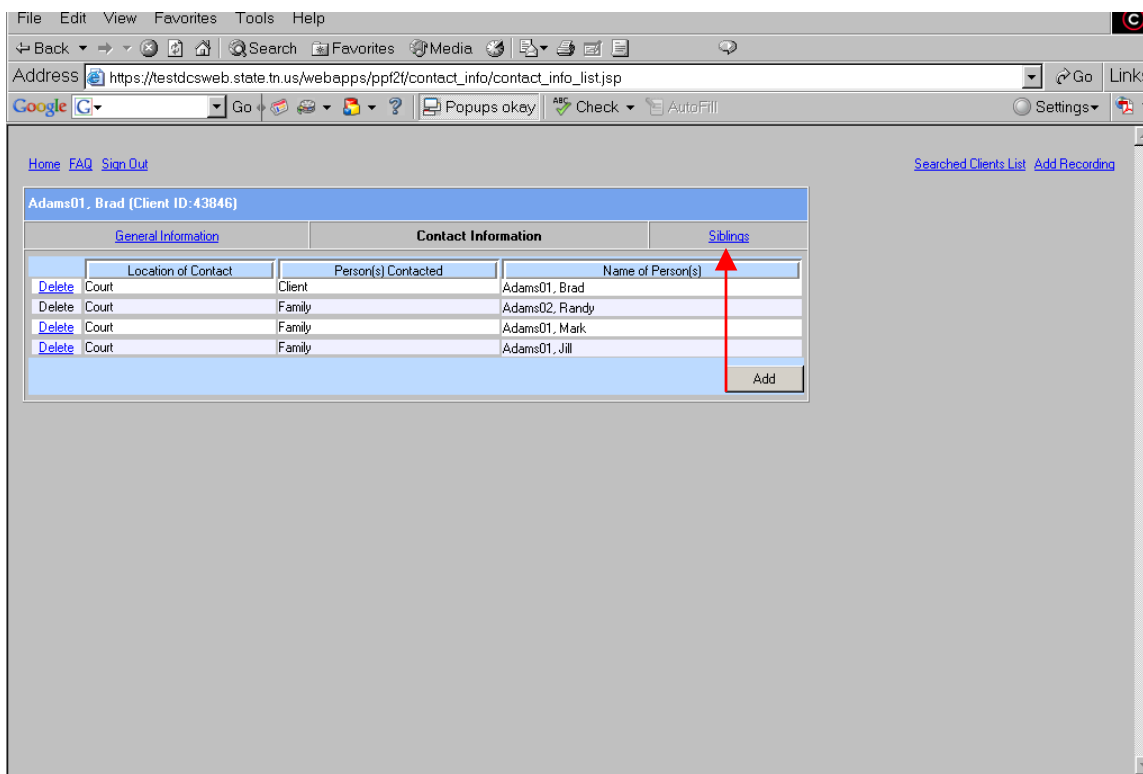
Private Provider Face to Face Case Recordings Web Application

Delete Contact Information continued



The system will then refresh the screen to show that Tim Adams01 has been removed.

Copy Case Recording to Sibling(s) Record



To copy a case recording to sibling TNKids record(s), click on the “[Siblings](#)” link. The sibling(s) does not have to be placed with the vendor.

Private Provider Face to Face Case Recordings Web Application

Copy Case Recording to Sibling(s) Record continued

The screenshot shows a web browser window with the address bar displaying `https://testdcswb.state.tn.us/webapps/ppf2/sibling/sibling_list.jsp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Home, Stop, Search, Favorites, Media, and Print. The address bar has a Go button and a Links button. The browser's status bar shows Google, Go, Popups okay, Check, and AutoFill.

The web application interface has a top navigation bar with links for Home, FAQ, and Sign Out. On the right side, there are links for Searched Clients List and Add Recording.

The main content area displays a client record for Adams01, Brad (Client ID: 43846). Below the client name, there are three tabs: General Information, Contact Information, and Siblings. The Siblings tab is currently selected.

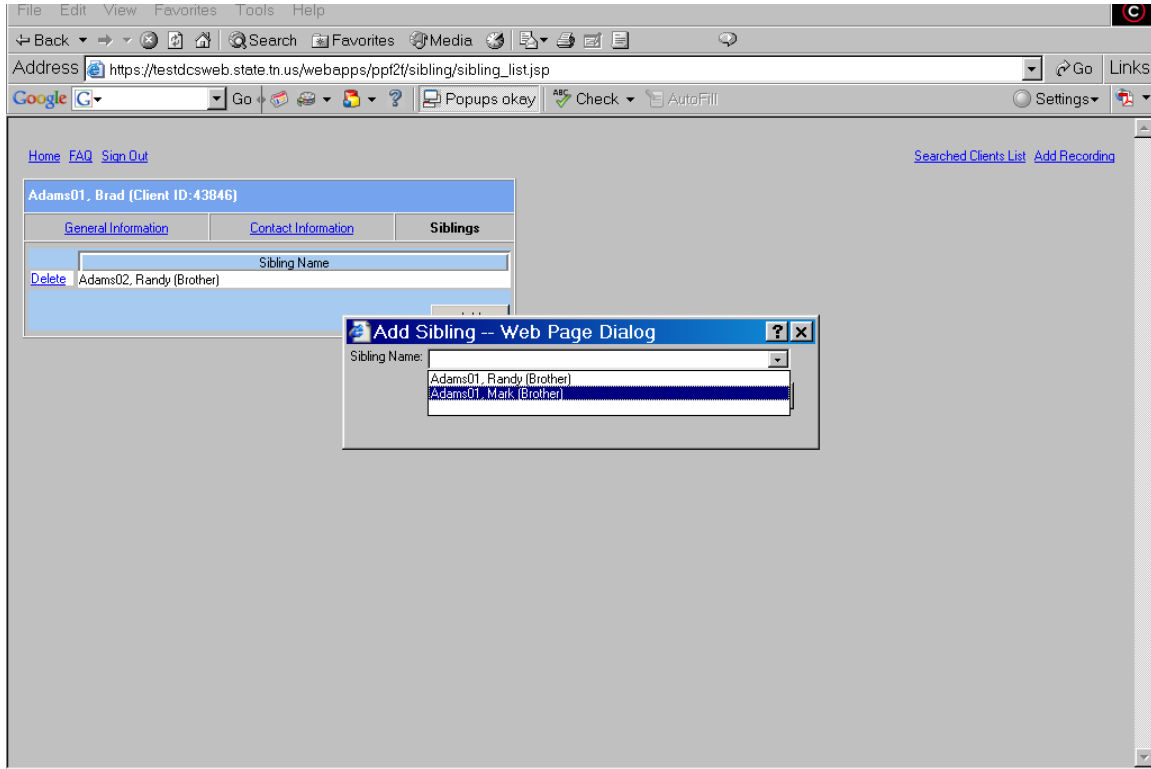
Under the Siblings tab, there is a table with one row containing the sibling's name, Adams02, Randy (Brother). To the left of the name is a Delete link. To the right of the name is an Add button.

Adams01, Brad (Client ID: 43846)								
General Information	Contact Information	Siblings						
<table border="1"><thead><tr><th colspan="2">Sibling Name</th></tr></thead><tbody><tr><td>Delete</td><td>Adams02, Randy (Brother)</td></tr><tr><td colspan="2"><div>Add</div></td></tr></tbody></table>			Sibling Name		Delete	Adams02, Randy (Brother)	<div>Add</div>	
Sibling Name								
Delete	Adams02, Randy (Brother)							
<div>Add</div>								

To copy the case recording to a sibling(s) TNKids record the user will click on the “Add” button.

Private Provider Face to Face Case Recordings Web Application

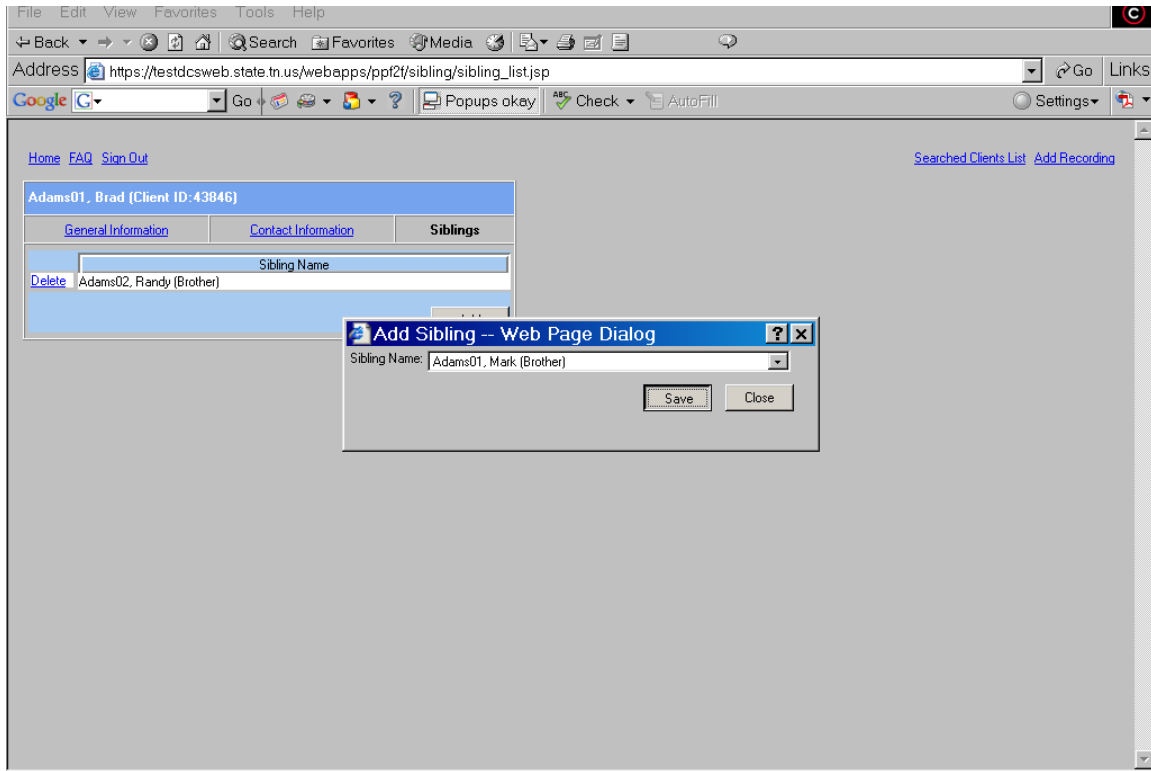
Copy Case Recording to Sibling(s) Record continued



The user will select the correct sibling from the dropdown list.

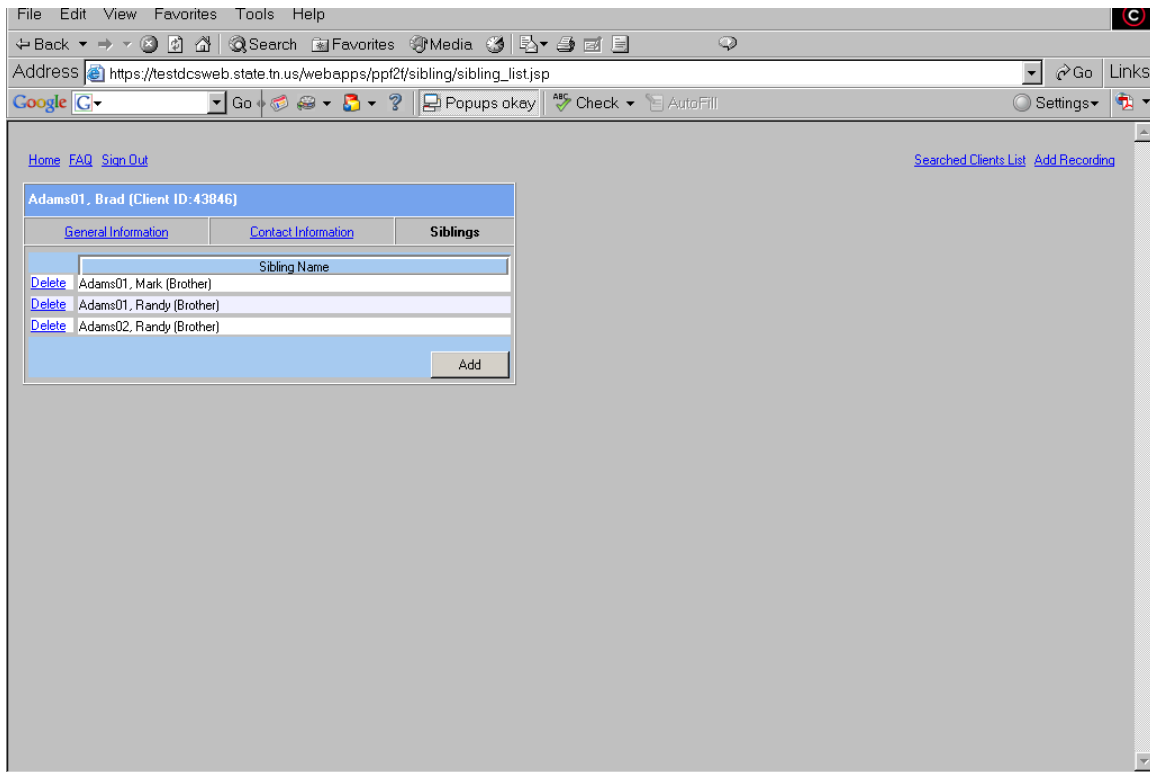
Private Provider Face to Face Case Recordings Web Application

Copy Case Recording to Sibling(s) Record continued



The user will click “Save” to continue. To copy the case recording to more than one sibling’s TNKids record, the user will repeat the same process. If a client’s sibling(s) is missing from the list and the sibling is also a client of DCS then the user will need to contact the DCS case manager to have the sibling(s) added to the TNKids record.

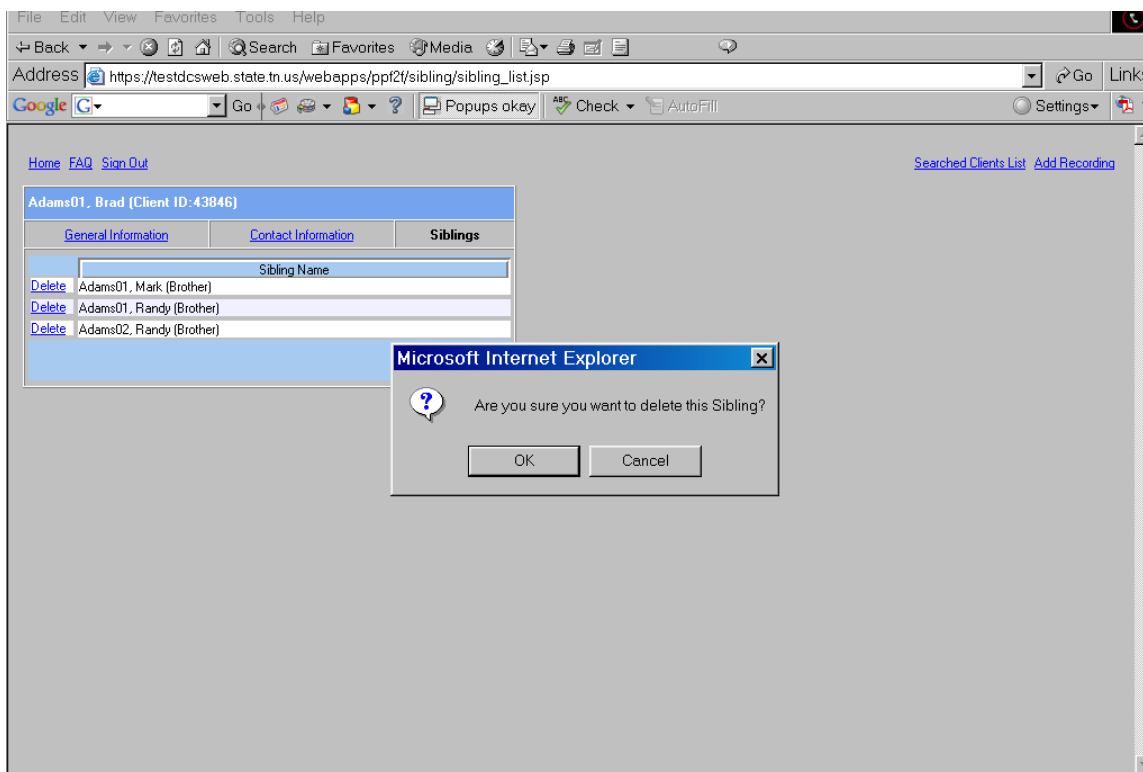
Delete a Sibling from Siblings Link



To remove a sibling from the “[Siblings](#)” link the user will click on the “[Delete](#)” link to the left of the person’s name they wish to remove.

Private Provider Face to Face Case Recordings Web Application

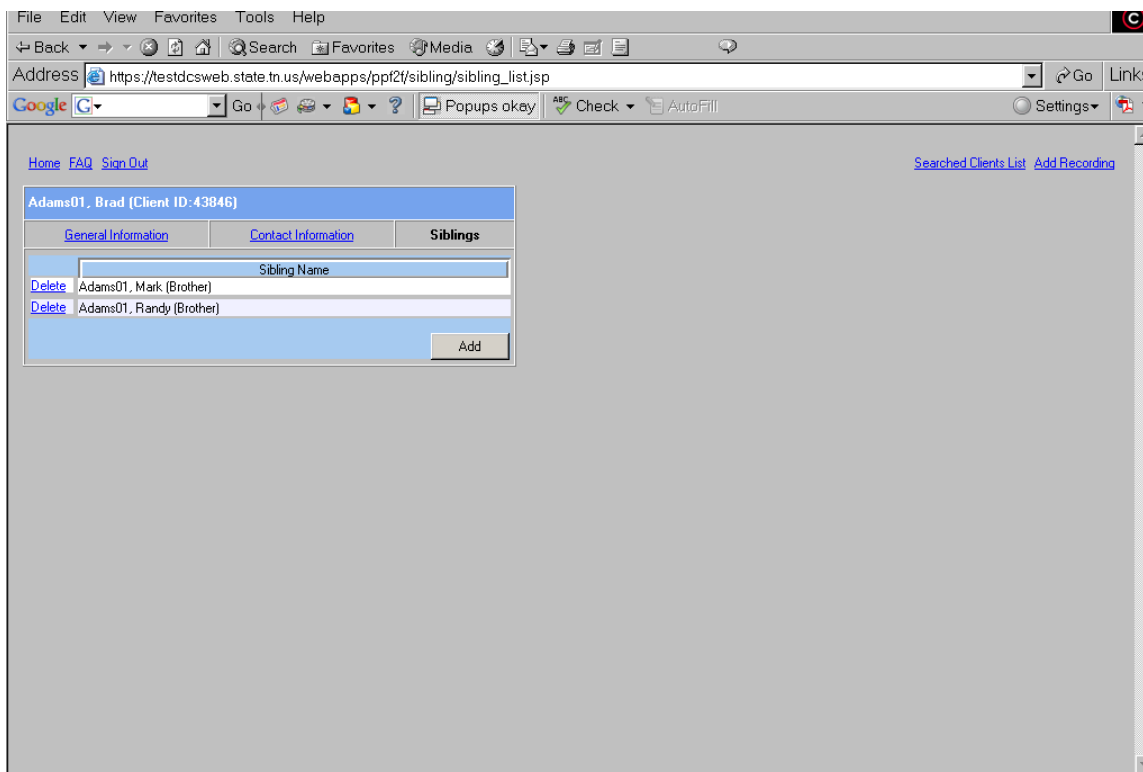
Delete a Sibling from Siblings Link continued



The system will prompt the user to make sure the user wishes to continue to delete the sibling. The user will select "OK" to continue.

Private Provider Face to Face Case Recordings Web Application

Delete a Sibling from Siblings Link continued



The selected sibling is removed from the “[Siblings](#)” link and the case recording will not be copied to that sibling’s TNKids record.

Saving a Case Recording

The screenshot shows a web browser window with the address https://testdcswb.state.tn.us/webapps/ppf2/general/ttf_recording_details.jsp. The page title is "Adams01, Brad (Client ID: 43846)". The form is divided into three main sections: "General Information", "Contact Information", and "Completed Information".

General Information:

- Contact Type: Private Provider - Family/Sibling Visitation F/F
- Occurred Date: 03/01/2007
- Was DCS Employee Present During The Face To Face Meeting?: ☐
- Was This Face To Face Meeting Done On Behalf Of Another User?: ☒
- Recorded For: Missy Chow
- Recorded Date: 04/11/2007
- Recorded By: F2temp1last, F2temp1 (EV)

Completed Information:

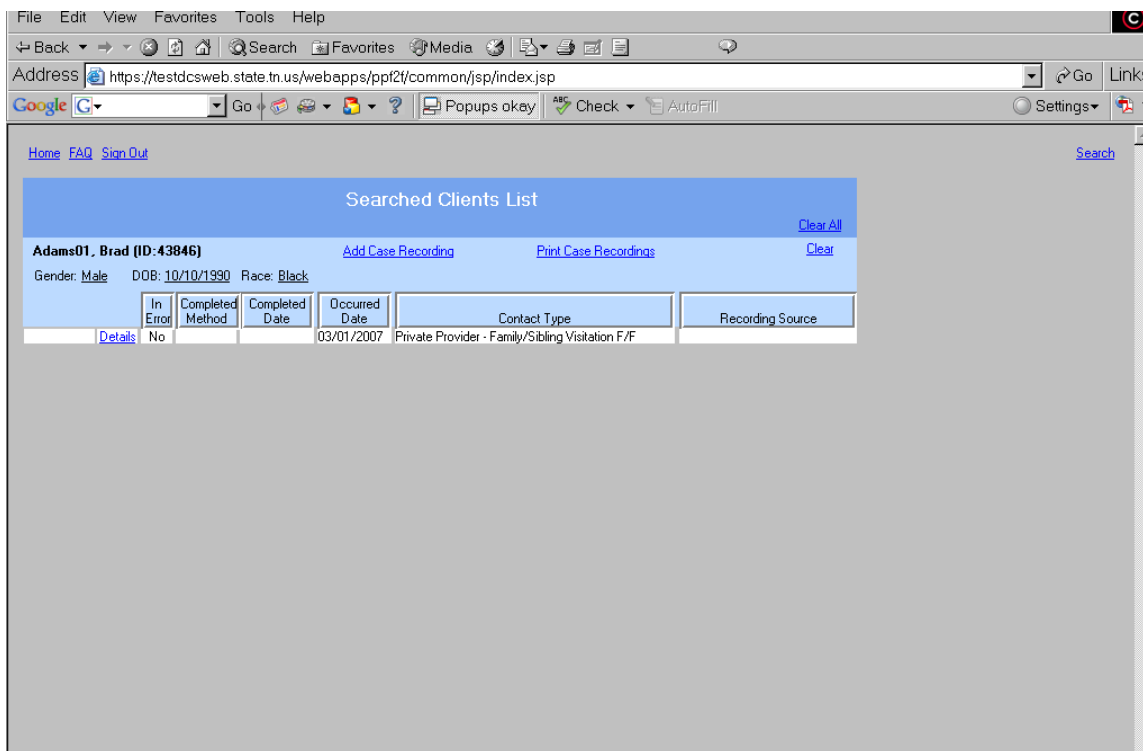
- Completed?: ☐
- Date Completed:
- Completed By:
- Method:

At the bottom of the form are buttons for "Delete", "Revert Changes", and "Save". In the top right corner, there are links for "Searched Clients List" and "Add Recording". A red arrow points to the "Searched Clients List" link.

The user may leave and return to the incomplete case recording later by clicking "Save". If the user doesn't mark the recording as completed within 30 days of the occurred date, then the system will auto complete the case recording as an incomplete recording and it will also be "Marked In Error" in client's record.

To return to the list of client(s) initially searched for and chosen, the user will click on the "[Searched Clients List](#)" link on the upper right side of the screen.

Mark a Case Recording Completed



The client's incomplete case recording is now listed. To finish the recording and mark it as completed, the user will click on the "[Details](#)" link to the left of the incomplete case recording. **All case recordings must be completed within 30 days from the occurred date** or the system will complete the recording automatically and mark "In Error".

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording Completed continued

The screenshot shows a web browser window with the address https://testdcswb.state.tn.us/webapps/ppf2f/general/ttf_recording_details.jsp. The page has a navigation bar with links: [Home](#), [FAQ](#), [Sign Out](#), [Searched Clients List](#), and [Add Recording](#). The main content area is titled "Adams01, Brad (Client ID: 43846)" and contains a form with two tabs: "General Information" and "Completed Information".

General Information

Contact Type:
Occurred Date:
Was DCS Employee Present During The Face To Face Meeting?: ☐
Was This Face To Face Meeting Done On Behalf Of Another User?: ☒
Recorded For:
Recorded Date:
Recorded By:

Completed Information

Completed?: ☐
Date Completed:
Completed By:
Method:

Buttons: [Delete](#) [Revert Changes](#) [Save](#)

To mark a case recording as completed the user will click on the check box next to the “Completed?” question.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording Completed continued

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://testdcswb.state.tn.us/webapps/ppf2f/general/tff_recording_details.jsp Go Links

Google Go Popups okay Check AutoFill Settings

[Home](#) [FAQ](#) [Sign Out](#) [Searched Clients List](#) [Add Recording](#)

Adams01, Brad (Client ID: 43846)

General Information	Contact Information	Siblings
<p>Contact Type: <input type="text" value="Private Provider - Family/Sibling Visitation F/F"/></p> <p>Occurred Date: <input type="text" value="03/01/2007"/></p> <p>Was DCS Employee Present During The Face To Face Meeting?: <input type="checkbox"/></p> <p>Was This Face To Face Meeting Done On Behalf Of Another User?: <input checked="" type="checkbox"/></p> <p>Recorded For: <input type="text" value="Missy Chow"/></p> <p>Recorded Date: <input type="text" value="04/11/2007"/></p> <p>Recorded By: <input type="text" value="F2temp1last, F2temp1 (EV)"/></p>	<p>Completed Information</p> <p>Completed?: <input checked="" type="checkbox"/></p> <p>Date Completed: <input type="text" value="04/11/2007"/></p> <p>Completed By: <input type="text" value="F2temp1last, F2temp1 (EV)"/></p> <p>Method: <input type="text" value="(Normal) User Completed"/></p>	

Revert Changes Save

The system will auto complete the “Date Completed”, “Completed By” and “Method” fields. The user must click “Save” to continue and complete the process.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording Completed continued

Home [FAQ](#) [Sign Out](#) [Search](#)

Searched Clients List

[Clear All](#)

Adams01, Brad (ID:43846) [Add Case Recording](#) [Print Case Recordings](#) [Clear](#)

Gender: [Male](#) DOB: 10/10/1990 Race: [Black](#)

In Error	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details No	Completed	03/01/2007	Private Provider - Family/Sibling Visitation F/F		

If the user fails to click “Save” after marking a case recording completed the information will be lost and the user must repeat the process.

Private Provider Face to Face Case Recordings Web Application

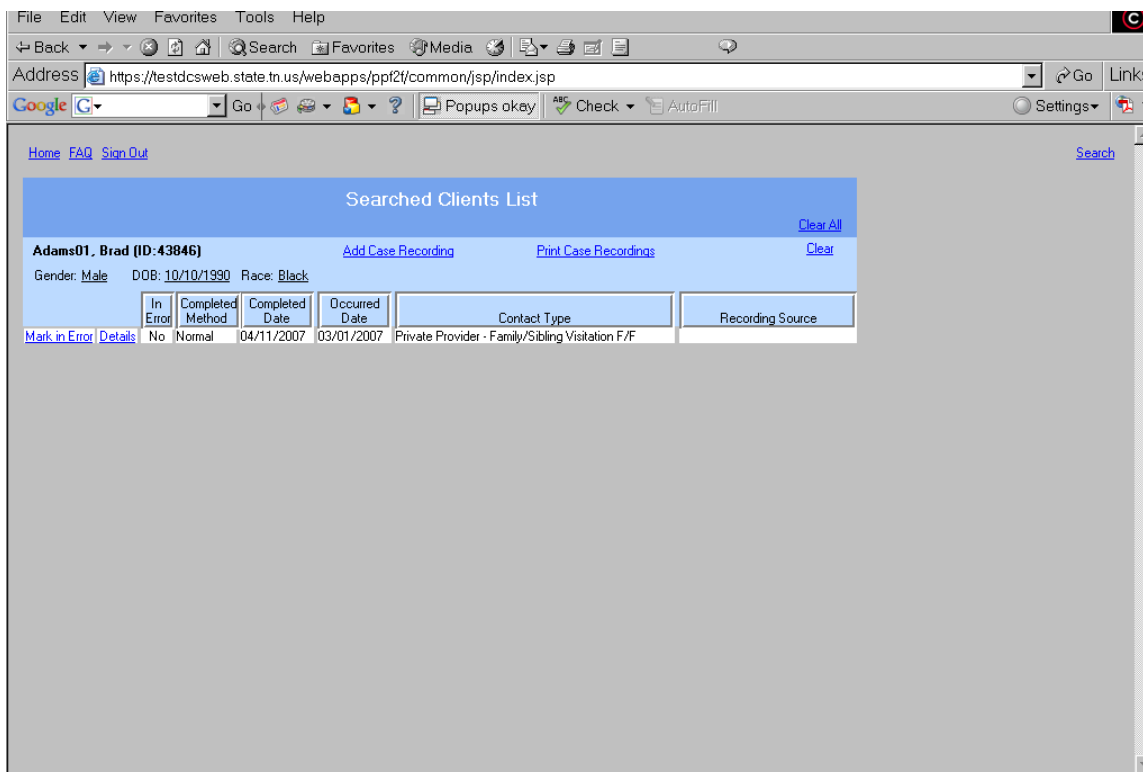
Mark a Case Recording Completed continued

The screenshot shows a web browser window with the address `https://testdcswb.state.tn.us/webapps/ppf2f/general/ttf_recording_details.jsp`. The page displays a form for client **Adams01, Brad (Client ID: 43846)**. The form has three tabs: **General Information**, **Contact Information**, and **Siblings**. The **General Information** tab is active, showing fields for **Contact Type** (Private Provider - Family/Sibling Visitation F/F), **Occurred Date** (03/01/2007), **Was DCS Employee Present During The Face To Face Meeting?** (checkbox), **Was This Face To Face Meeting Done On Behalf Of Another User?** (checkbox), **Recorded For** (Missy Chow), **Recorded Date** (04/11/2007), and **Recorded By** (F2temp1last, F2). A **Completed Information** section shows **Completed?** (checkbox), **Date Completed** (04/11/2007), and **Completed By** (F2temp1last, F2temp1 (EV)). A confirmation dialog box titled **Microsoft Internet Explorer** is overlaid on the form, asking: "Have the following client(s) been seen in person by you or the provider/caseworker for whom you are recording? Adams01, Brad". The dialog has **OK** and **Cancel** buttons. At the bottom right of the form are **Revert Changes** and **Save** buttons.

After the user clicks “Save” the system will prompt the user to acknowledge they or the person they are recording for saw the client. If this is correct the user will click “OK” to continue.

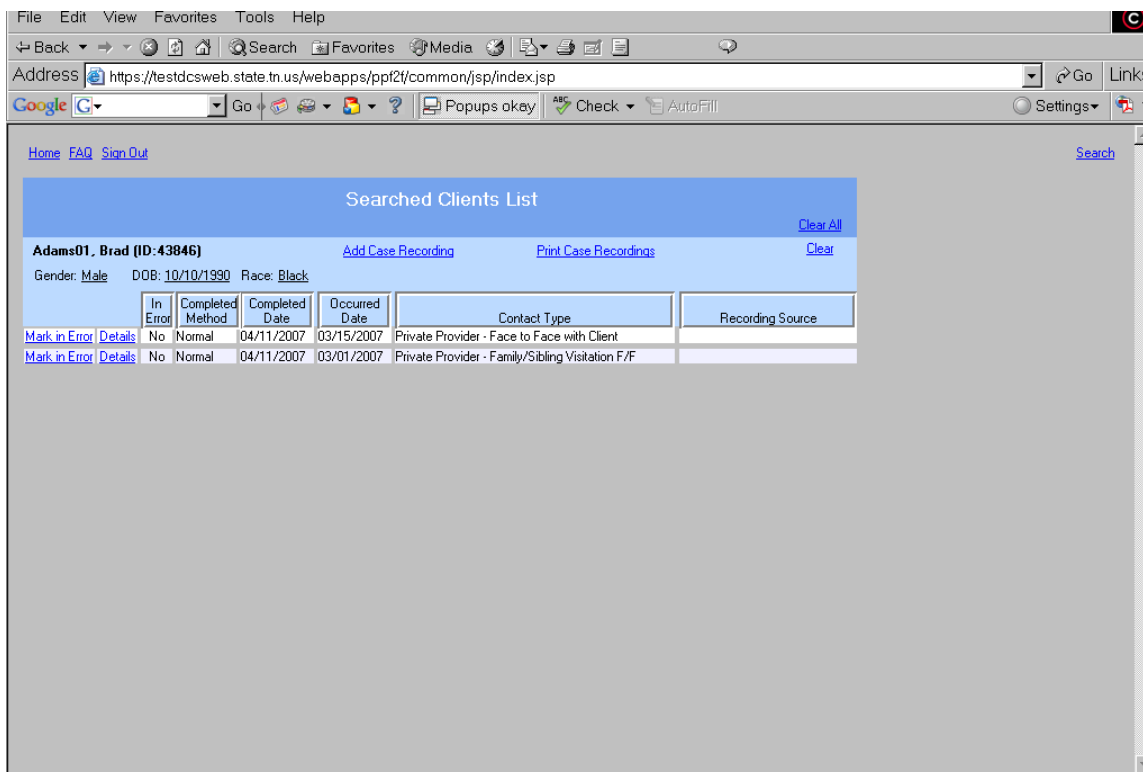
Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording Completed continued



The system will refresh and display the newly completed case recording.

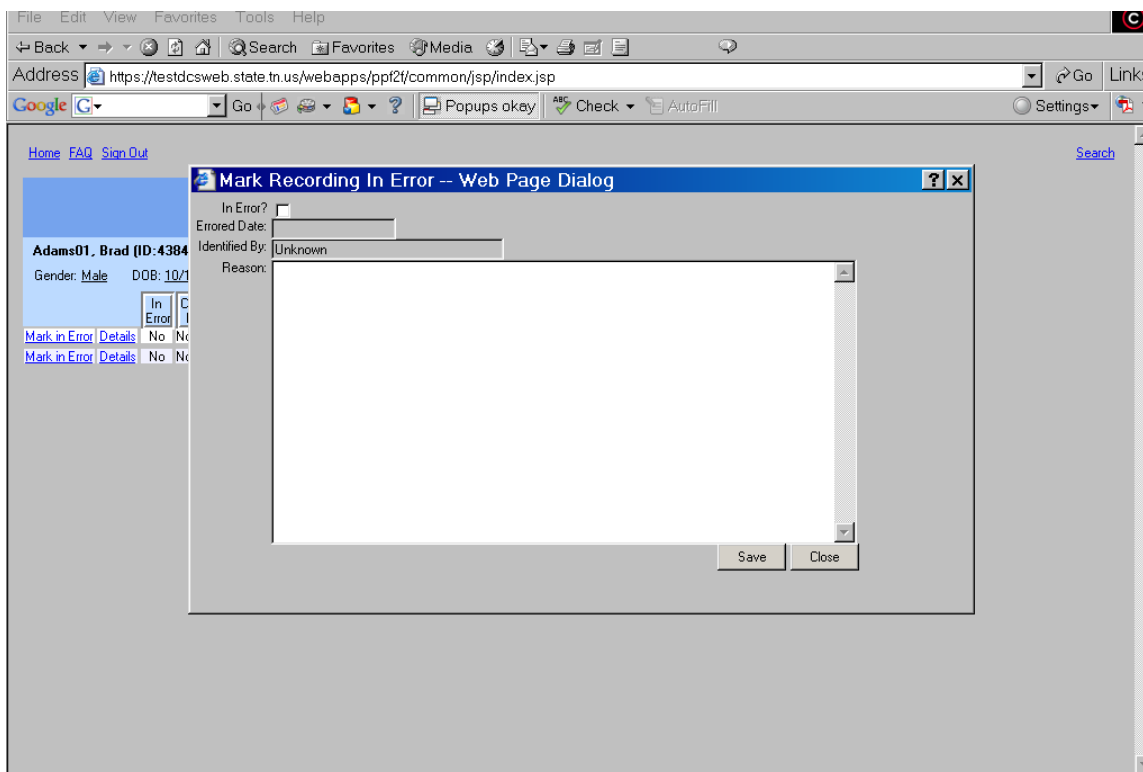
Mark a Case Recording In Error



If the user has entered a case recording into the wrong record, the information is incorrect or later is told the Face to Face never took place, the user must mark it as In Error. To mark a recording In Error, the user will click on the “[Mark In Error](#)” link to the left of the incorrect case recording.

Private Provider Face to Face Case Recordings Web Application

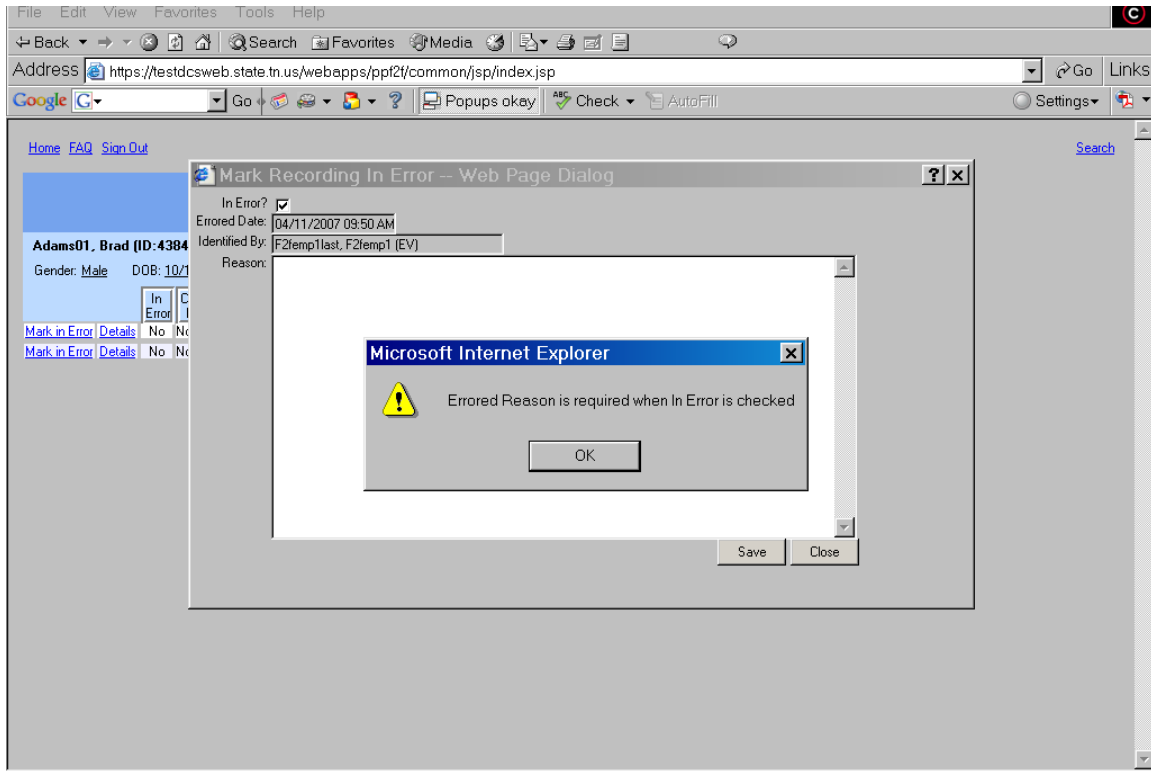
Mark a Case Recording In Error continued



The user must click on the “In Error?” check box and also enter a reason why the recording is in error.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording In Error continued



If user attempts to save without entering a reason, the system will prompt the user with an error. The user will click “OK” to continue.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording In Error continued

The screenshot shows a web browser window with the address bar displaying `https://testdcswb.state.tn.us/webapps/ppf2/common/jsp/index.jsp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Home, Search, Favorites, Media, and other icons. The main content area shows a web page with a table of case recordings. A dialog box titled "Mark Recording In Error -- Web Page Dialog" is open, overlaying the page. The dialog box has the following fields and controls:

- In Error?** ☒
- Errored Date:** 04/11/2007 09:50 AM
- Identified By:** F2temp1last, F2temp1 (EV)
- Reason:** This recording was added to this record by mistake and doesn't belong in this record
- Buttons:** Save, Close

The background web page shows a table with the following data:

Case ID	Case Name	DOB	Gender	In Error	Details
Adams01, Brad (ID:4384)		10/7/1971	Male	<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

The user will enter a reason why the case recording is to be marked “In Error” and then click “Save”.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording In Error continued

Home [FAQ](#) [Sign Out](#) [Search](#)

Searched Clients List

[Clear All](#)

Adams01, Brad (ID:43846) [Add Case Recording](#) [Print Case Recordings](#) [Clear](#)

Gender: [Male](#) DOB: 10/10/1990 Race: [Black](#)

	In Error	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details	Yes	Normal	04/11/2007	03/15/2007	Private Provider - Face to Face with Client	
Mark in Error Details	No	Normal	04/11/2007	03/01/2007	Private Provider - Family/Sibling Visitation F/F	

After the recording is marked in error, the word “Yes” will be displayed in the “In Error” column next to the incorrect case recording.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording In Error continued

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Popups okay Check AutoFill Settings

Address https://testdcswb.state.in.us/webapps/ppf2/general/ttf_recording_details.jsp Go Links

Google Go

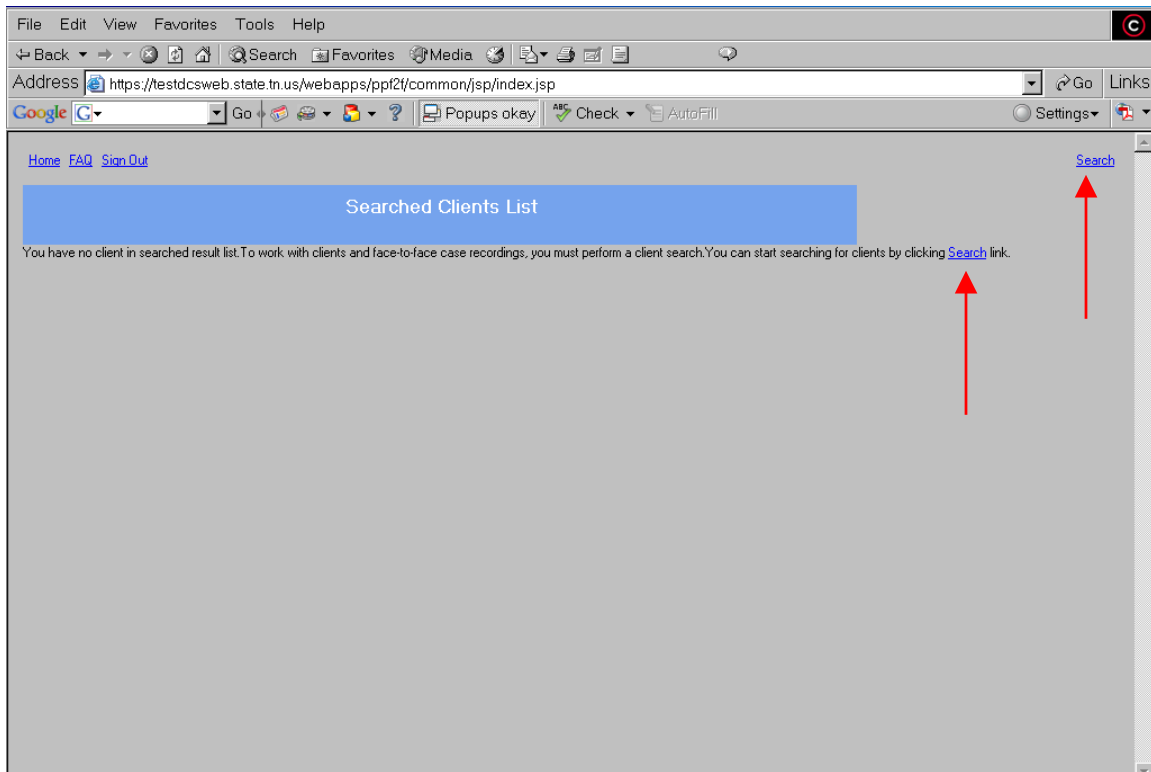
[Home](#) [FAQ](#) [Sign Out](#) [Searched Clients List](#) [Add Recording](#)

Adams01, Brad (Client ID:43846)

General Information	Contact Information	Siblings
<p>Contact Type: <input type="text" value="Private Provider - Face to Face with Client"/></p> <p>Occurred Date: <input type="text" value="03/15/2007"/></p> <p>Was DCS Employee Present During The Face To Face Meeting?: <input checked="" type="checkbox"/></p> <p>Was This Face To Face Meeting Done On Behalf Of Another User?: <input checked="" type="checkbox"/></p> <p>Recorded For: <input type="text" value="Thurston Howl"/></p> <p>Recorded Date: <input type="text" value="04/11/2007"/></p> <p>Recorded By: <input type="text" value="F2temp1last, F2temp1 (EV)"/></p>	<p>Completed Information</p> <p>Completed?: <input checked="" type="checkbox"/></p> <p>Date Completed: <input type="text" value="04/11/2007"/></p> <p>Completed By: <input type="text" value="F2temp1last, F2temp1 (EV)"/></p> <p>Method: <input type="text" value="(Normal) User Completed"/></p> <p>In Error Information</p> <p>In Error?: <input checked="" type="checkbox"/></p> <p>Errored Date: <input type="text" value="04/11/2007 09:50 AM"/></p> <p>Identified By: <input type="text" value="F2temp1last, F2temp1 (EV)"/></p> <p>Reason: <input type="text" value="This recording was added to this record by mistake and doesn't belong in this record."/></p>	

After a case recording is marked “In Error” it can’t be reversed.

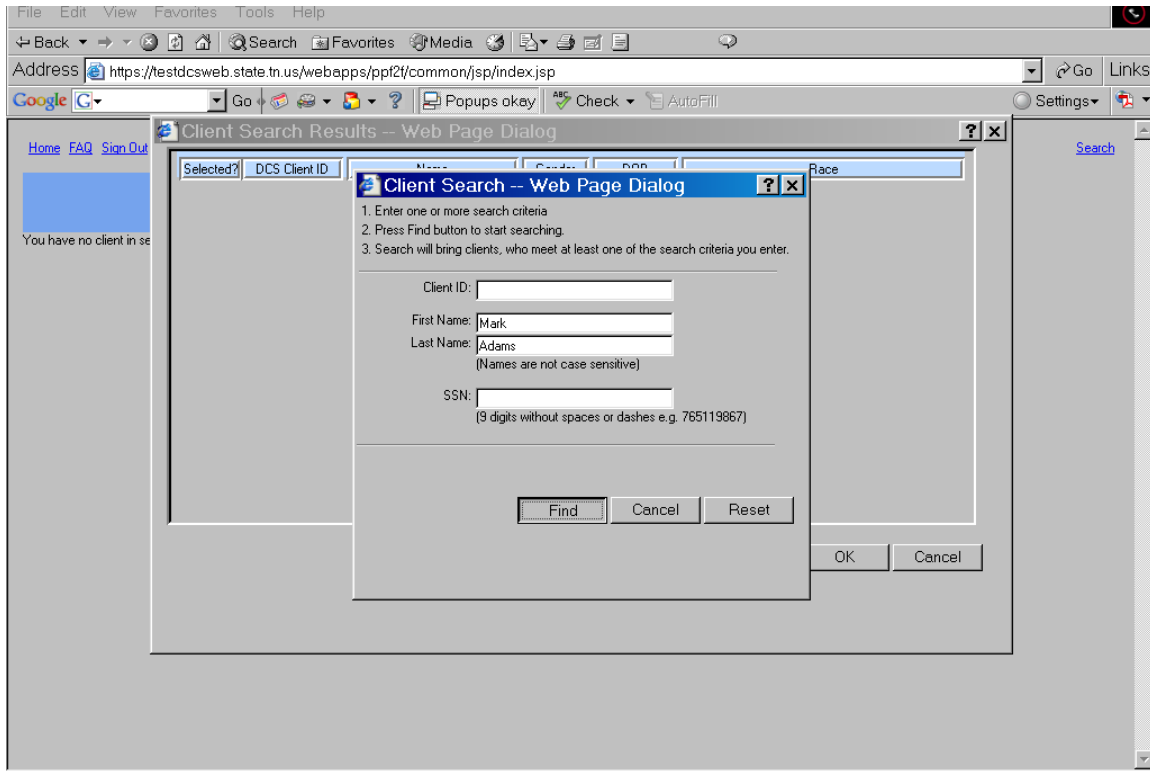
Private Provider – Family/Sibling Visitation Not F/F



The user will click on either of the two “[Search](#)” links on the upper right hand side of the screen.

Private Provider Face to Face Case Recordings Web Application

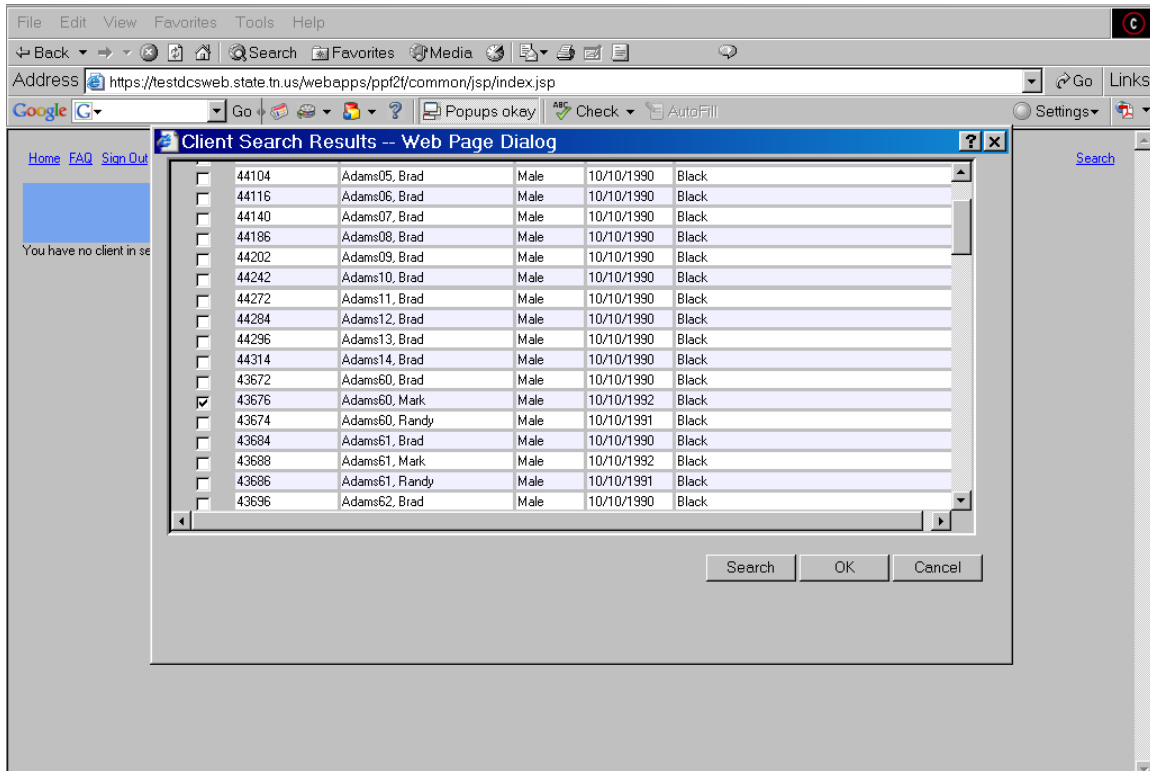
Client Search



The user will enter the search criteria. The user may search by first name, last name, SSN and/or Client ID. The user will click “Find” to continue.

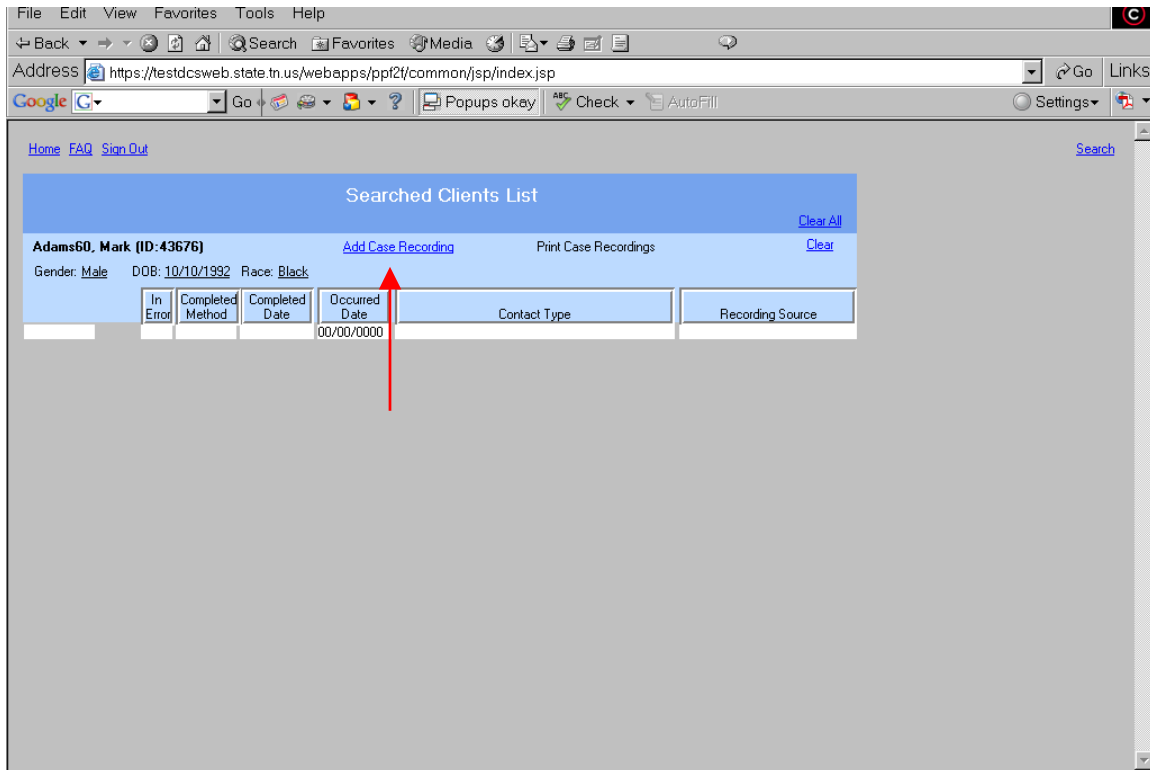
Private Provider Face to Face Case Recordings Web Application

Client Search continued



To select a result from the search, the user will click on the check box next to the client they wish to select and click "OK". If the user wishes to search again using different search criteria then the user will click on "Search" to repeat the search.

Add Case Recording Link



The system will display all case recordings that have been entered by the provider for the selected client(s). To add a case recording, the user will click on the “[Add Case Recording](#)” link.

Family/Sibling Visitation Not F/F Contact Type

The screenshot shows a web browser window with the address bar displaying `https://testdcswb.state.in.us/webapps/ppf2/common/jsp/index.jsp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar has a search icon and a 'Go' button. The browser's status bar shows 'Popups okay', 'Check', and 'AutoFill'.

The main content area of the browser displays a web application interface. On the left, there is a sidebar with a blue header containing the text 'Adams60, Mark (ID:43676)'. Below this, there are fields for 'Gender: Male', 'DOB: 10/10/1992', and 'Race: Black'. There are also buttons for 'In Error', 'Completed Method', and 'Completed Date'.

The main content area features a 'Web Page Dialog' titled 'Add Case Recording -- Web Page Dialog'. This dialog has a 'Contact Type' dropdown menu with the following options: 'Private Provider - Face to Face with Client', 'Private Provider - Family/Sibling Visitation F/F', and 'Private Provider - Family/Sibling Visitation NOT F/F'. The 'Contact Type' dropdown is currently set to 'Private Provider - Family/Sibling Visitation NOT F/F'. Below the dropdown, there are fields for 'Occurred Date', 'Was DCS', 'Was This Face', and 'Recorded For'. There is also a 'Contact Information' section with fields for 'Location of Contact', 'Person(s) Contacted', and 'Name of Person(s)'. At the bottom of the dialog, there are 'Save' and 'Close' buttons.

The user will select Private Provider -Family/Sibling Visitation NOT F/F. Other choices listed are, Private Provider –Face to Face with Client and Private Provider – Family/Sibling Visitation F/F.

Family/Sibling Visitation Not F/F Occurred Date

The screenshot shows a web browser window with the address `https://testdcswb.state.tx.us/webapps/ppf2/common/jsp/index.jsp`. A dialog box titled "Add Case Recording -- Web Page Dialog" is open. On the left, a sidebar shows user information for "Adams60, Mark (ID:43676)" with fields for Gender (Male), DOB (10/10/1992), and Race (Black). Below this is a table with columns "In Error", "Completed Method", and "Completed Date". The dialog box contains the following fields:

- Contact Type: Private Provider - Family/Sibling Visitation NOT F/F
- Occurred Date: 03/15/2007
- Client ID: 43676
- Was DCS Employee Present During The Face To Face Meeting?: ☐
- Was This Face To Face Meeting Done On Behalf Of Another User?: ☐
- Recorded For: (empty field)
- Contact Information:
 - Location of Contact: (empty dropdown)
 - Person(s) Contacted: Client
 - Name of Person(s): Adams60, Mark (Self)

At the bottom right of the dialog are "Save" and "Close" buttons.

The user will enter the “Occurred Date”.

Family/Sibling Visitation Not F/F Recorded For

The screenshot shows a web browser window with the address `https://testdcswb.state.in.us/webapps/ppf2/common/jsp/index.jsp`. A dialog box titled "Add Case Recording -- Web Page Dialog" is open. The dialog contains the following fields and controls:

- Contact Type:** A dropdown menu with the selected value "Private Provider - Family/Sibling Visitation NOT F/F".
- Occurred Date:** A text field containing "03/15/2007".
- Client ID:** A text field containing "43676".
- Was DCS Employee Present During The Face To Face Meeting?:** A checkbox that is currently unchecked.
- Was This Face To Face Meeting Done On Behalf Of Another User?:** A checkbox that is currently checked.
- Recorded For:** A text field containing "Henry Perkins".
- Contact Information:** A section with three fields:
 - Location of Contact:** A dropdown menu.
 - Person(s) Contacted:** A text field containing "Client".
 - Name of Person(s):** A text field containing "Adams60, Mark (Self)".
- Buttons:** "Save" and "Close" buttons at the bottom right.

In the background, a sidebar shows user information for "Adams60, Mark (ID:43676)" with fields for Gender (Male), DOB (10/10/1992), and Race (Black). Below this is a table with columns "In Error", "Completed Method", and "Completed Date".

The user will answer the questions, “Was DCS Employee Present During The Face To Face Meeting”? and “Was This Face To Face Meeting Done On Behalf Of Another User”? The user will also enter the name of the person who made the Face to Face if appropriate, first name first.

Family/Sibling Visitation Not F/F Location of Contact

The screenshot shows a web browser window with the address `https://testdcswb.state.tn.us/webapps/ppf2/common/jsp/index.jsp`. The browser's address bar and menu bar are visible. The main content area displays a web application interface. On the left, there is a sidebar with a blue header containing 'Home', 'FAQ', and 'Sign Out'. Below this, a user profile for 'Adams60, Mark (ID:43676)' is shown, including gender (Male), DOB (10/10/1992), and race (Black). A table with columns 'In Error', 'Completed Method', and 'Completed Date' is also present. The main area features a 'Web Page Dialog' titled 'Add Case Recording -- Web Page Dialog'. This dialog contains the following fields and options:

- Contact Type:** Private Provider - Family/Sibling Visitation NOT F/F
- Occurred Date:** 03/15/2007
- Client ID:** 43676
- Was DCS Employee Present During The Face To Face Meeting?:** ☐
- Was This Face To Face Meeting Done On Behalf Of Another User?:** ☒
- Recorded For:** Henry Perkins
- Contact Information:**
 - Location of Contact:** A dropdown menu with the following options: Child Advocacy Center, Court, DCS Office, Not Applicable, Other(s), Parent's/Custodian's Home (highlighted), Residential Facility/Group Home, Resource Home, School, and Transportation.
 - Person(s) Contacted:** Child Advocacy Center
 - Name of Person(s):** Court, DCS Office, Not Applicable, Other(s), Parent's/Custodian's Home, Residential Facility/Group Home, Resource Home, School, Transportation

The user will select the correct “Location of Contact” from the dropdown list. The locations listed are: Child Advocacy Center, Court, DCS Office, Not Applicable, Other(s), Parent’s/Custodian’s Home, Residential Facility/Group Home, Resource Home, School and Transportation. Providers are **NOT** to select “Not Applicable” when recording the “Location of Contact”.

Private Provider Face to Face Case Recordings Web Application

Family/Sibling Visitation Not F/F continued

The screenshot shows a web browser window with the address <https://testdcswb.state.tn.us/webapps/ppf2/common/jsp/index.jsp>. The browser's address bar and search bar are visible. The main content area displays a user profile for **Adams60, Mark (ID:43676)** with details: Gender: Male, DOB: 10/10/1992, Race: Black. Below this is a table with columns: In Error, Completed Method, and Completed Date. A modal dialog titled "Add Case Recording -- Web Page Dialog" is open, showing the following fields:

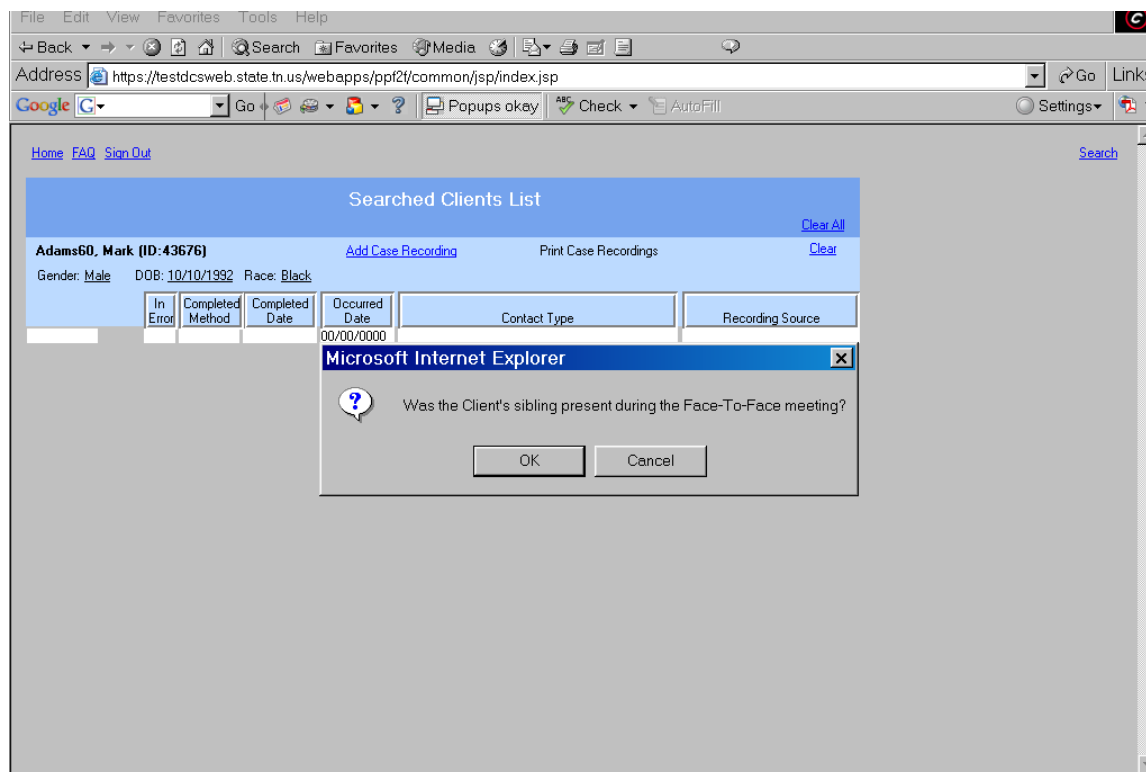
- Contact Type: Private Provider - Family/Sibling Visitation NOT F/F
- Occurred Date: 03/15/2007
- Client ID: 43676
- Was DCS Employee Present During The Face To Face Meeting?: ☐
- Was This Face To Face Meeting Done On Behalf Of Another User?: ☒
- Recorded For: Henry Perkins
- Contact Information:
 - Location of Contact: Parent's/Custodian's Home
 - Person(s) Contacted: Client
 - Name of Person(s): Adams60, Mark (Self)

At the bottom of the dialog are "Save" and "Close" buttons.

System will automatically fill in the “Person(s) Contacted” field with the client and the “Name of Person(s)” with the client’s name. The user will click on “Save” to continue.

Private Provider Face to Face Case Recordings Web Application

Family/Sibling Visitation Not F/F continued



If the client has sibling clients, the system will prompt the user with the question, “Was the client’s sibling present during the Face – to Face Meeting?” If a sibling was present, the user will select “OK”. If no sibling was present, the user will select “Cancel”. In this example the user will select “OK”.

Add Contact Information

Home [FAQ](#) [Sign Out](#) [Searched Clients List](#) [Add Recording](#)

Adams60, Mark (Client ID: 43676)

	Location of Contact	Person(s) Contacted	Name of Person(s)
Delete	Parent's/Custodian's Home	Client	Adams60, Mark
Delete	Parent's/Custodian's Home	Family	Adams60, Brad

[Add](#)

To add family members to the contact link the user will click on the “Add” button.

Private Provider Face to Face Case Recordings Web Application

Add Contact Information continued

The screenshot shows a web browser window with the address https://testdcswb.state.tn.us/webapps/ppf2/contact_info/contact_info_list.jsp. The browser's address bar and search bar are visible. The application interface includes a header with links: [Home](#), [FAQ](#), [Sign Out](#), [Searched Clients List](#), and [Add Recording](#). The main content area displays a table for 'Adams60, Mark (Client ID: 43676)' with tabs for 'General Information', 'Contact Information', and 'Siblings'. The 'Contact Information' tab is active, showing a table with columns: 'Location of Contact', 'Person(s) Contacted', and 'Name of Person(s)'. The table has two rows, both with 'Parent's/Custodian's Home' in the 'Location of Contact' column. A 'Delete' button is next to each row. A modal dialog box titled 'Add Contact Information Location -- Web Pa...' is open, showing a dropdown menu for 'Location of Contact' with the following options: Child Advocacy Center, Court, DCS Office, Not Applicable, Other(s), Parent's/Custodian's Home (highlighted), Residential Facility/Group Home, Resource Home, School, and Transportation. The 'Person(s) Contacted' and 'Name of Person(s)' fields are also visible in the dialog.

Location of Contact	Person(s) Contacted	Name of Person(s)
Delete Parent's/Custodian's Home	Client	
Delete Parent's/Custodian's Home	Family	

Add Contact Information Location -- Web Pa...
Location of Contact:
Person(s) Contacted:
Name of Person(s):

- Child Advocacy Center
- Court
- DCS Office
- Not Applicable
- Other(s)
- Parent's/Custodian's Home**
- Residential Facility/Group Home
- Resource Home
- School
- Transportation

The user will select the correct “Location of Contact” from the dropdown list.

Private Provider Face to Face Case Recordings Web Application

Add Contact Information continued

The screenshot shows a web browser window with the address `https://testdcswb.state.tn.us/webapps/ppf2/contact_info/contact_info_list.jsp`. The application interface includes a header with links for [Home](#), [FAQ](#), and [Sign Out](#). The main content area displays a table for 'Adams60, Mark (Client ID: 43676)' with tabs for 'General Information', 'Contact Information', and 'Siblings'. The 'Contact Information' tab is active, showing a table with columns for 'Location of Contact', 'Person(s) Contacted', and 'Name of Person(s)'. A dialog box titled 'Add Contact Information Location -- Web Pa...' is open, allowing the user to select the 'Location of Contact' (Parent's/Custodian's Home), 'Person(s) Contacted' (Client), and 'Name of Person(s)' (Family). The dialog box includes 'Save' and 'Close' buttons.

Adams60, Mark (Client ID: 43676)			
General Information		Contact Information	Siblings
Location of Contact	Person(s) Contacted	Name of Person(s)	
Delete	Parent's/Custodian's Home	Client	
Delete	Parent's/Custodian's Home	Family	

Location of Contact: Parent's/Custodian's Home

Person(s) Contacted: Client

Name of Person(s): Family

Save Close

The user will select the correct “Person(s) Contacted”. In this example the user is adding the mother, so Family is chosen.

Private Provider Face to Face Case Recordings Web Application

Add Contact Information continued

The screenshot shows a web browser window with the address https://testdcswb.state.tn.us/webapps/ppf2/contact_info/contact_info_list.jsp. The page displays a table for 'Adams60, Mark (Client ID: 43676)' with columns for 'Location of Contact', 'Person(s) Contacted', and 'Name of Person(s)'. A dialog box titled 'Add Contact Information Location -- Web Pa...' is open, showing a dropdown menu for 'Location of Contact' with 'Parent's/Custodian's Home' selected, a dropdown for 'Person(s) Contacted' with 'Family' selected, and a list of names for 'Name of Person(s)'. The list includes: Adams60, Brad (Brother), Adams60, Jill (Birth Mother), Adams60, Randy (Brother), Adams60, Tim (Putative Father), and Leggs60, Oma (Grandmother).

Adams60, Mark (Client ID: 43676)			
General Information		Contact Information	Siblings
	Location of Contact	Person(s) Contacted	Name of Person(s)
Delete	Parent's/Custodian's Home	Client	
Delete	Parent's/Custodian's Home	Family	

Location of Contact: Parent's/Custodian's Home

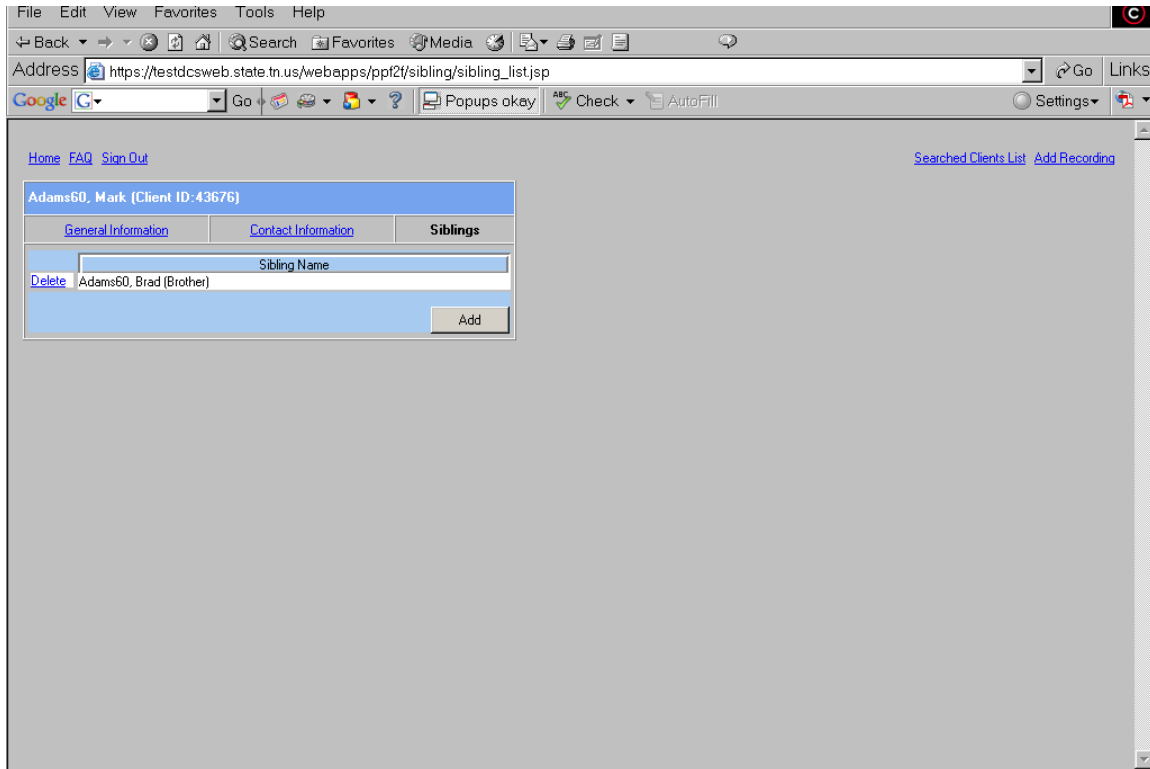
Person(s) Contacted: Family

Name of Person(s):

- Adams60, Brad (Brother)
- Adams60, Jill (Birth Mother)
- Adams60, Randy (Brother)
- Adams60, Tim (Putative Father)
- Leggs60, Oma (Grandmother)

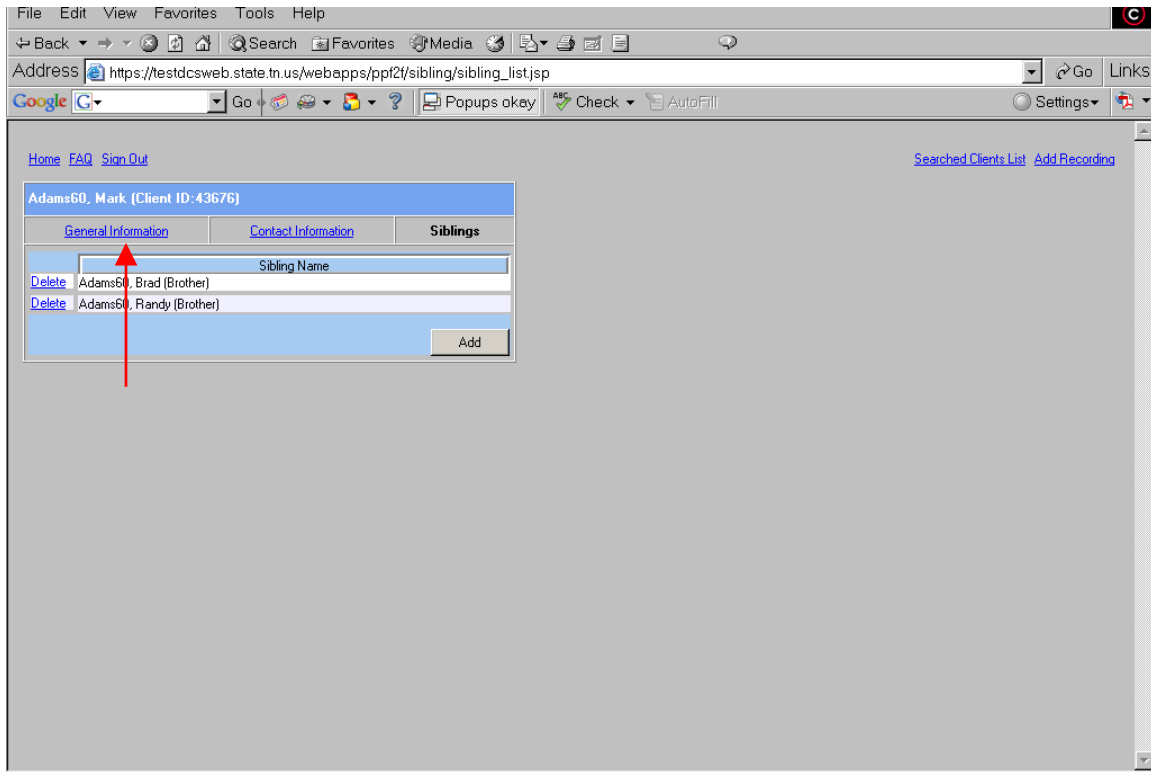
The user will select name of the correct person from the dropdown list.

Copy Case Recording to Sibling(s) Record



To copy the case recording to a sibling's TNKids record the user will click on the "Add" button.

General Information Link



After the user has entered the sibling(s), the user will click on the “[General Information](#)” link to complete the recording.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording Completed

The screenshot shows a web browser window with the address https://testdcswb.state.tn.us/webapps/ppf2f/general/ttf_recording_details.jsp. The page title is "Adams60, Mark (Client ID: 43676)". The form is divided into three tabs: "General Information", "Contact Information", and "Siblings". The "General Information" tab is active, showing the following fields:

General Information	Contact Information	Siblings
Contact Type: Private Provider - Family/Sibling Visitation NOT F/F	Completed Information	
Occurred Date: 03/15/2007	Completed?: <input checked="" type="checkbox"/>	
Was DCS Employee Present During The Face To Face Meeting?: <input type="checkbox"/>	Date Completed: 04/11/2007	
Was This Face To Face Meeting Done On Behalf Of Another User?: <input checked="" type="checkbox"/>	Completed By: F2temp1last, F2temp1 (EV)	
Recorded For: Henry Perkins	Method: (Normal) User Completed	
Recorded Date: 04/11/2007		
Recorded By: F2temp1last, F2temp1 (EV)		

At the bottom right of the form, there are two buttons: "Revert Changes" and "Save".

To mark a case recording as completed, the user will click on the check box next to the “Completed?” question. The system will auto complete the “Date Completed”, “Completed By” and “Method” fields. The user must click “Save” to continue and complete the process.

Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording Completed continued

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Popups okay Check AutoFill Settings

Address https://testdcswb.state.tn.us/webapps/ppf2f/general/ttf_recording_details.jsp Go Links

Google Go

Home FAQ Sign Out Searched Clients List Add Recording

Adams60, Mark (Client ID: 43676)

General Information	Contact Information	Siblings
<p>Contact Type: <input type="text" value="Private Provider - Family/Sibling Visitation NOT F/F"/></p> <p>Occurred Date: <input type="text" value="03/15/2007"/></p> <p>Was DCS Employee Present During The Face To Face Meeting?: <input type="checkbox"/></p> <p>Was This Face To Face Meeting Done On Behalf Of Another User?: <input checked="" type="checkbox"/></p> <p>Recorded For: <input type="text" value="Henry Perkins"/></p> <p>Recorded Date: <input type="text" value="04/11/2007"/></p> <p>Recorded By: <input type="text" value="F2temp1last, F2"/></p>	<p>Completed Information</p> <p>Completed?: <input checked="" type="checkbox"/></p> <p>Date Completed: <input type="text" value="04/11/2007"/></p> <p>Completed By: <input type="text" value="F2temp1last, F2temp1 (EV)"/></p>	

Revert Changes Save

Microsoft Internet Explorer

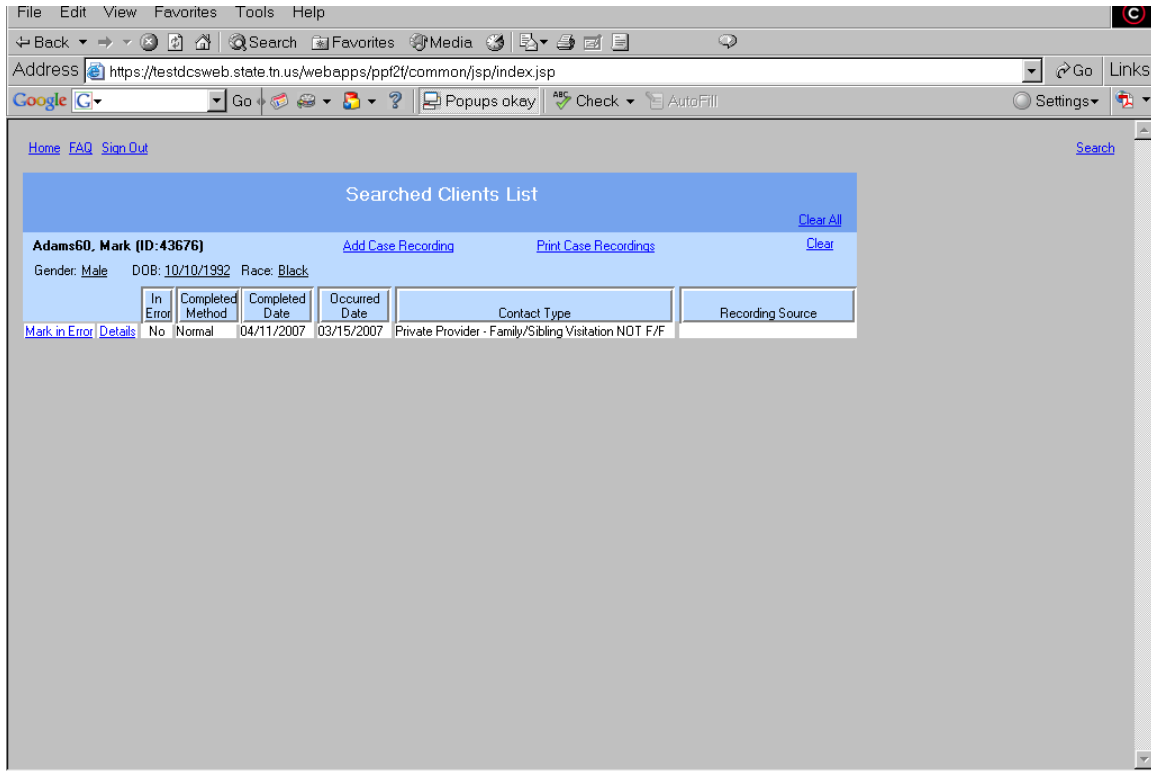
Have the following client(s) been seen in person by you or the provider/caseworker for whom you are recording? Adams60, Mark

OK Cancel

After the user clicks “Save” the system will prompt the user to acknowledge they or the person they are recording for saw the client. If this is correct the user will click “OK” to continue.

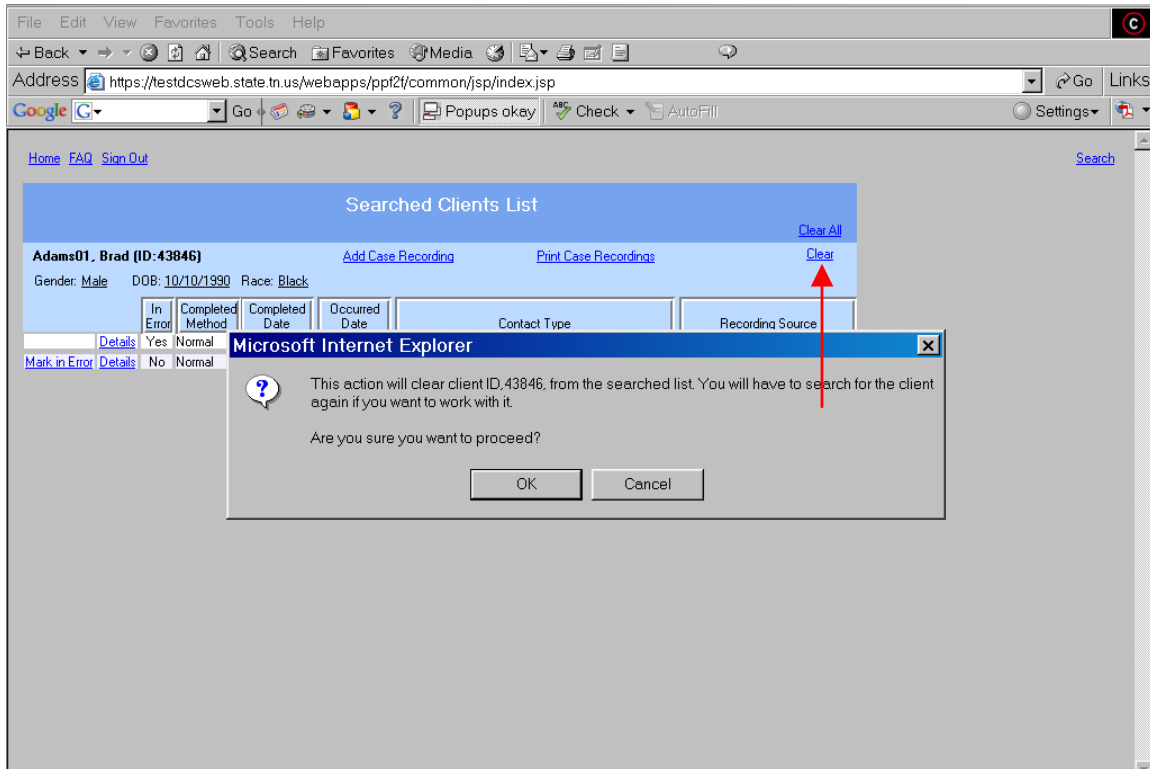
Private Provider Face to Face Case Recordings Web Application

Mark a Case Recording Completed continued



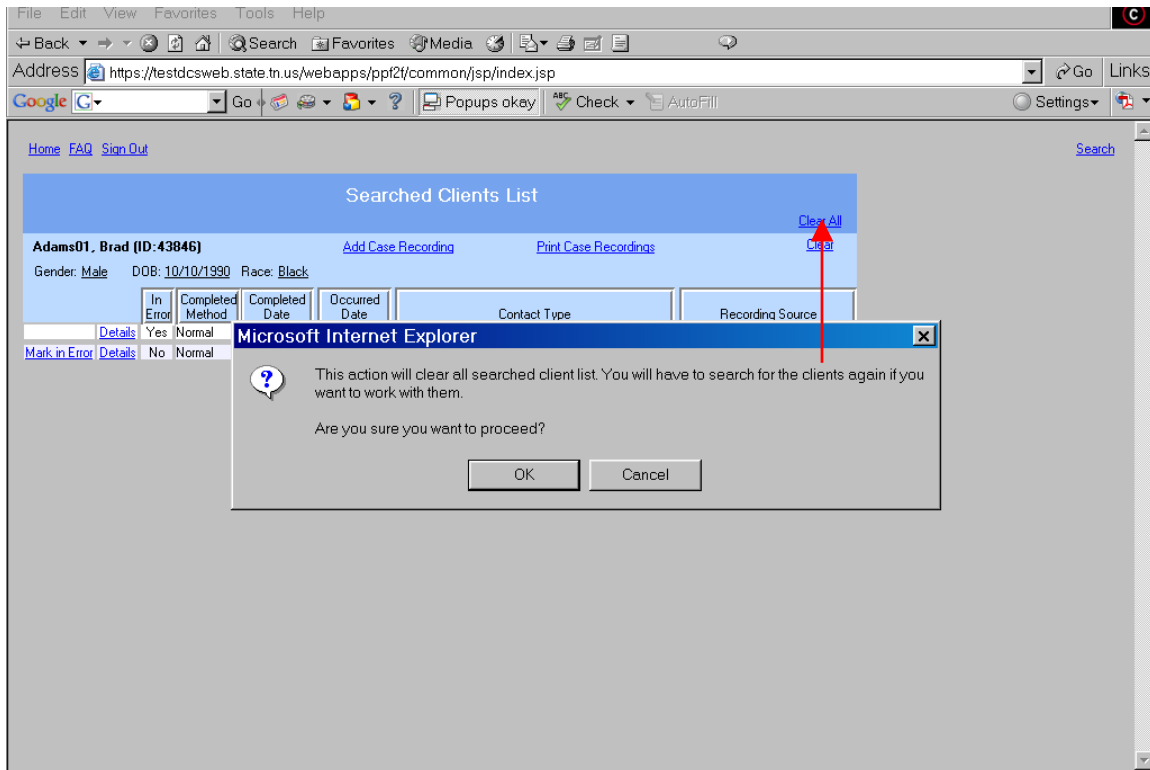
The system will refresh and display the newly completed case recording.

Clear Link



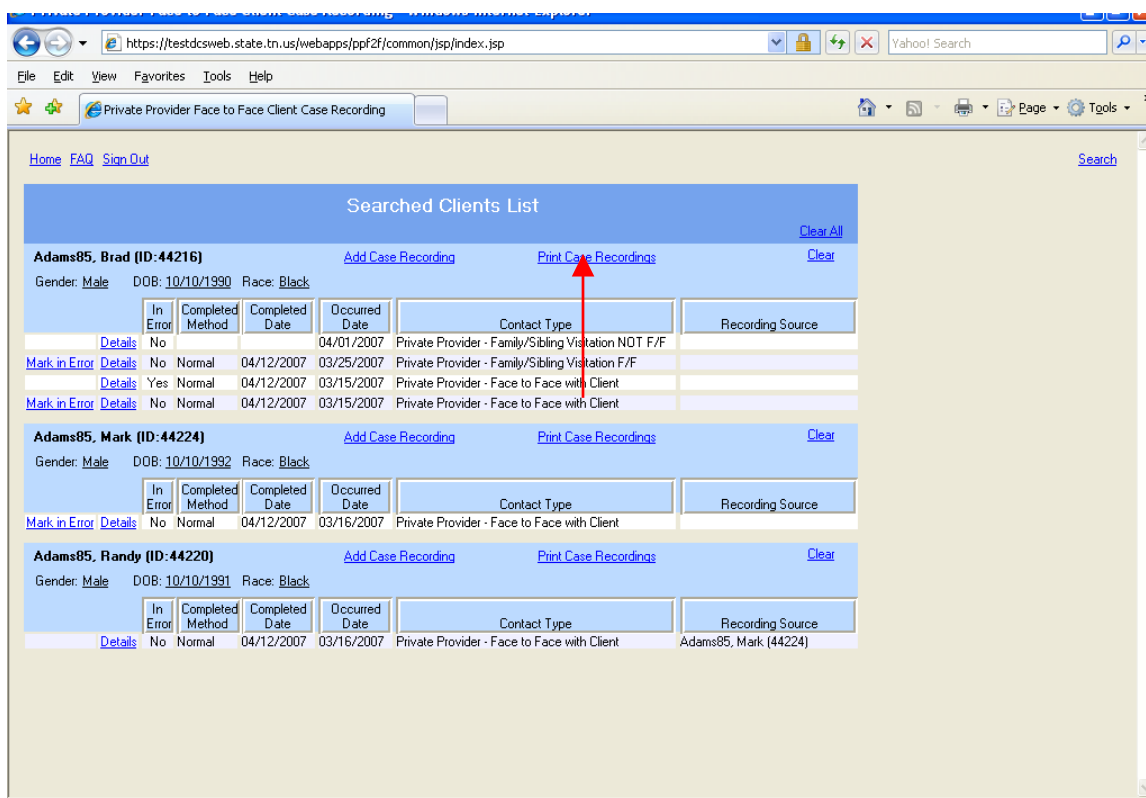
If the user clicks on the “Clear” link, the user will be prompted with the above message informing the user the client selected will be deleted from the screen. The user will click OK to continue.

Clear All Link



If the user clicks on the “Clear All” link the user will be prompted with the above prompt informing the user all of the searched clients will be deleted from the screen. The user will click OK to continue.

Print Case Recordings



Home [FAQ](#) [Sign Out](#) [Search](#)

Searched Clients List

[Clear All](#)

Adams85, Brad (ID:44216) [Add Case Recording](#) [Print Case Recordings](#) [Clear](#)

Gender: [Male](#) DOB: [10/10/1990](#) Race: [Black](#)

	In Error	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details	No		04/01/2007	03/25/2007	Private Provider - Family/Sibling Visitation NOT F/F	
Mark in Error Details	No	Normal	04/12/2007	03/15/2007	Private Provider - Family/Sibling Visitation F/F	
Details	Yes	Normal	04/12/2007	03/15/2007	Private Provider - Face to Face with Client	
Mark in Error Details	No	Normal	04/12/2007	03/15/2007	Private Provider - Face to Face with Client	

Adams85, Mark (ID:44224) [Add Case Recording](#) [Print Case Recordings](#) [Clear](#)

Gender: [Male](#) DOB: [10/10/1992](#) Race: [Black](#)

	In Error	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Mark in Error Details	No	Normal	04/12/2007	03/16/2007	Private Provider - Face to Face with Client	

Adams85, Randy (ID:44220) [Add Case Recording](#) [Print Case Recordings](#) [Clear](#)

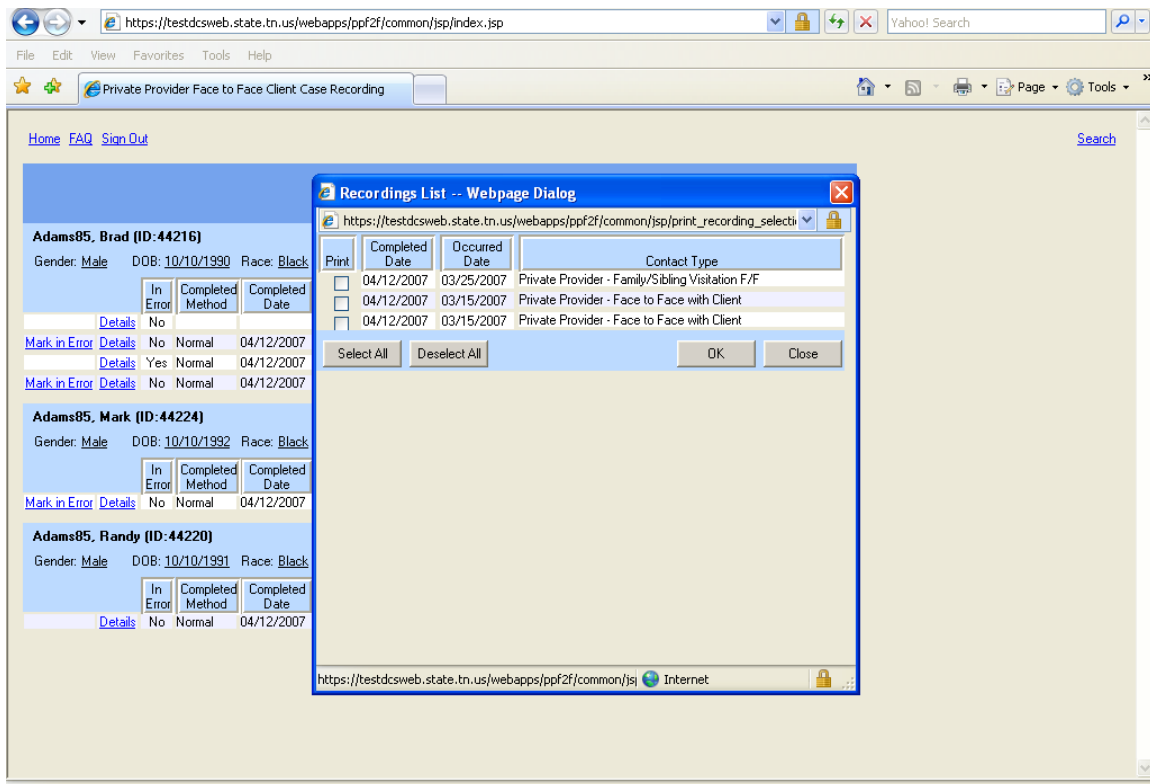
Gender: [Male](#) DOB: [10/10/1991](#) Race: [Black](#)

	In Error	Completed Method	Completed Date	Occurred Date	Contact Type	Recording Source
Details	No	Normal	04/12/2007	03/16/2007	Private Provider - Face to Face with Client	Adams85, Mark (44224)

To print case recordings, click on the “Print Case Recordings” link for the desired client.

Private Provider Face to Face Case Recordings Web Application

Print Case Recordings - continued



All case recordings that are available to print are displayed. Only completed recordings are available for printing.

Note: In Error recordings are included in the list for possible printing.

Print Case Recordings - continued

The screenshot shows a web browser window titled "Recordings List -- Webpage Dialog". The address bar displays the URL: https://testdcswb.state.tn.us/webapps/ppf2f/common/jsp/print_recording_selecti. The main content area contains a table with the following columns: "Print", "Completed Date", "Occurred Date", and "Contact Type".

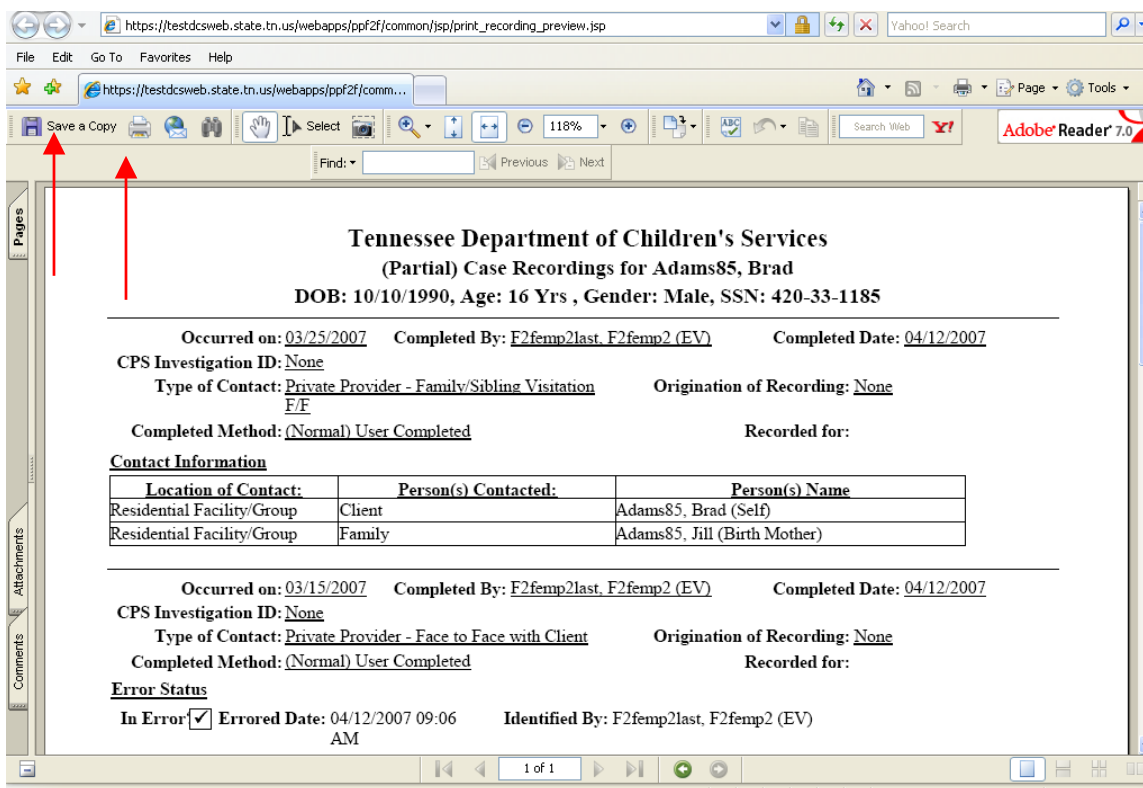
Print	Completed Date	Occurred Date	Contact Type
<input checked="" type="checkbox"/>	04/12/2007	03/25/2007	Private Provider - Family/Sibling Visitation F/F
<input checked="" type="checkbox"/>	04/12/2007	03/15/2007	Private Provider - Face to Face with Client
<input type="checkbox"/>	04/12/2007	03/15/2007	Private Provider - Face to Face with Client

Below the table, there are four buttons: "Select All", "Deselect All", "OK", and "Close".

Select the recordings to print using the Select All/Deselect All buttons or the checkboxes to choose individual recordings. Click "OK" to continue.

Private Provider Face to Face Case Recordings Web Application

Print Case Recordings - continued



The selected recordings are displayed in a PDF format document. This document can be saved for later printing using the “Save a Copy” button in the upper left hand corner. To print the document now, click either the icon of the printer in the toolbar or use the File/Print option from the menu bar.

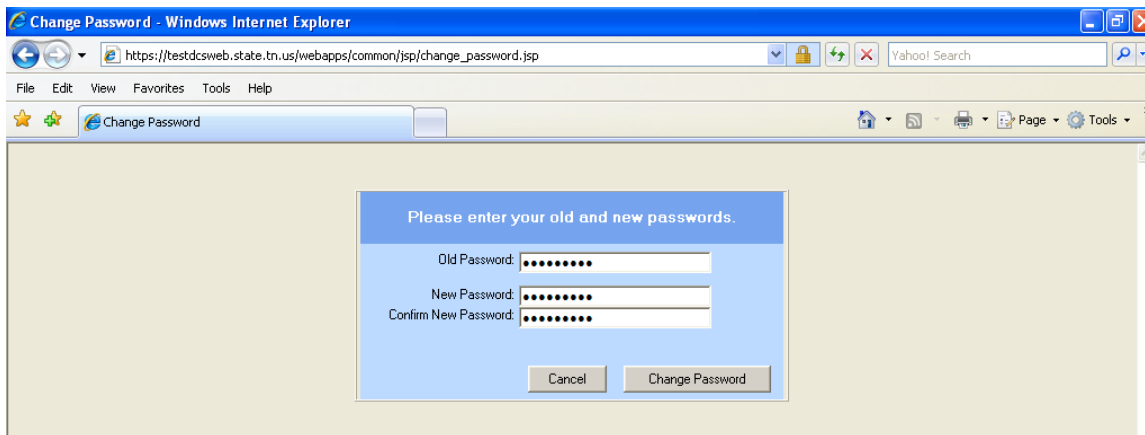
Change Password



To change your password, click the “Change Password” link on the home page.

Private Provider Face to Face Case Recordings Web Application

Change Password - continued



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Change Password - Windows Internet Explorer". The address bar shows the URL "https://testdcweb.state.tn.us/webapps/common/jsp/change_password.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for back, forward, home, stop, and search, along with a "Yahoo! Search" input field. The page content area has a light beige background. In the center, there is a blue rectangular form with a white border. The form has a title bar that says "Please enter your old and new passwords." Below the title bar, there are three input fields: "Old Password:" followed by a field with ten black dots, "New Password:" followed by a field with ten black dots, and "Confirm New Password:" followed by a field with ten black dots. At the bottom of the form, there are two buttons: "Cancel" and "Change Password".

Enter your old password. Enter your new password and confirm by entering it a second time. Click “Change Password” to finish the process.

Appendix I

Types of Contact for Vendor Case Recordings Definitions

Face To Face-This is used when a person directly involved in case management makes actual, physical face to face contact with the designated person[s]. Incidental contacts with persons who are not recurring, and who are not significant parts of the case, do not need to be added to the case.

Family/sibling Visitation-Face to Face-This is used when a client visits with a sibling or other family member (such as a parent or other relative) and a case manager or other case management staff who meet the requirements for face to face are also present for the visit.

Family/sibling Visitation-NOT Face to Face-This is used when a client visits with a sibling or other family member (such as a parent or other relative) and a case manager or other case management staff are NOT present for the visit. This may be used when DCS support staff or contract provider staff provides supervision

Appendix II

WEB APPLICATION ACCESS & TRAINING REQUEST

E-mail to: Anna.F.Modena@state.tn.us

Fax: 615-532-2263

TYPE OF ACCESS REQUESTED

TNKIDS FINANCIALS DCS PROVIDER INVOICING	<input type="checkbox"/>	TNKIDS FINANCIALS DCS PROVIDER PLACEMENT CHANGE	<input type="checkbox"/>	TNKIDS FACE-TO-FACE VISITATION	<input type="checkbox"/>
TNKIDS FINANCIALS DCS SIR (SERIOUS INCIDENT REPORTING)	<input type="checkbox"/>	PROVIDER REQUEST TO TERMINATE AN EMPLOYEE'S ACCESS (Only check this box if you wish to terminate an employee's access)	<input type="checkbox"/>	TNKIDS RESOURCE HOMES	<input type="checkbox"/>
DCS INTRANET ACCESS (Provides access to DCS' intranet for current forms and other information)					<input type="checkbox"/>

AGENCY CORPORATE NAME:			
FIRST NAME:			
MIDDLE INITIAL:			
LAST NAME:			
TITLE:			
SOCIAL SECURITY #:			
PHONE NUMBER:			
FAX NUMBER:			
E-MAIL ADDRESS:			
MALE:	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>

Training Questions:

	YES	NO
Is training needed for the operation of the system?	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE OF AGENCY HEAD:

PHONE NUMBER:

DATE:

 ()

